

Bylaws

Waterford Public Library

Article I

Identification

This organization is the Board of Trustees of the Waterford Public Library, located in Waterford, Wisconsin, established by the Wisconsin municipality of the Village of Waterford, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II

Membership

Section 1. Appointments and Terms of Office.

A. Municipal Appointments. The governing body of the library is composed of 5 persons appointed by the Waterford Village President with the approval of the Village Board of Trustees, including one member from the Village Board and a school district administrator/or his/her representative. Members shall be residents of the Village, except that not more than two members may be residents of other municipalities.

B. County Appointments. Pursuant to Wis. Stat. s. 43.60(3), a County Chairperson, with the approval of the County Board, may appoint additional member(s) of the Library Board from among the residents of the County, as follows:

(1) Whenever the annual sum appropriated by the County to the Waterford Public Library during the preceding fiscal year:

(a) Is equal to at least $\frac{1}{6}$, but less than $\frac{1}{3}$, of the annual sum appropriated to the Waterford Public Library by the Village of Waterford, one additional member;

(b) Is equal to at least $\frac{1}{3}$, but less than $\frac{1}{2}$, of the Village's appropriation, two additional members;

(c) Is equal to at least $\frac{1}{2}$, but less than $\frac{2}{3}$, of the Village's appropriation, three additional members;

(d) Is equal to at least $\frac{2}{3}$, but less than the Village's appropriation, four additional members;

(e) Is equal to at least the Village's appropriation, five additional members.

(2) The County Chairperson may appoint a County Supervisor to serve as a member of the Library Board, but no more than one County Supervisor so appointed may serve on the Library Board at the same time.

(3) The term of each additional member appointed pursuant to this subsection shall be three years from the May 1 next succeeding such appointment and thereafter for a term of three years, but if an additional

member appointed to the Library Board under this subsection loses the status upon which the appointment was based, the member ceases to be a member of the Library Board effective on the following May 1.

C. The term of office of trustees shall be three years. The board shall recommend to the appointing official that a trustee serve no more than two full consecutive terms, that a former board member may be reappointed if a suitable replacement cannot be found and if a trustee is appointed to serve an un-expired term of office exceeding 18 months, it shall be considered a full term.

D. The Board may permit non-voting representatives from those municipalities with 10% or more of the circulation of the Waterford Public Library.

Section 2. Disqualifications, Vacancies, Meeting Attendance. Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the president of the board of trustees and/or the library director. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy and, by direction of the board, suggest to the appointing official three to five names of persons who qualify to fill the position. Members shall be expected to attend all meetings except as they are prevented by a valid reason, which shall be determined by the board President. Note of approved absence shall be made in the minutes of that meeting. When any trustee fails to attend three meetings of the board, without being excused for a valid reason by the President, within a twelve-month period, notification should be made to the board president and/or library director. They in turn shall notify the appointing authority, request the disqualification of the trustee for this cause, and suggest three to five persons qualified to fill the position.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. An officer may succeed themselves. Vacancies in office shall be filled by nomination and vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Nominations shall be made one month prior to the annual meeting by the board of trustees.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, co-sign all vouchers drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all vouchers drawn on funds held by the library, sign all vouchers

for disbursements from the library fund, and perform such duties as generally are entrusted to the office. The treasurer may make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in their charge. The library director or a member of the staff may be designated by the Board to perform this duty.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Approved minutes shall be posted to the Library website.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of any members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. (Wisconsin Statutes Section 43.54(1)(e).)

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees. The following committees: Personnel, Finance and Budget, and Policy, may be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VI

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Waterford Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and approve the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and endeavor to make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall oversee buildings and grounds of the Library:

- a. Ensure all items of regular housekeeping and essential maintenance are performed, including emergent maintenance when necessary;
- b. regularly review physical and building needs to see that they meet the requirements of the total library program. If discrepancies are noted, a report shall be made to the Village (as owner of the physical property) including a suggested plan and cost of amending the discrepancy. This may include capital improvements. This report and subsequent action plan(s) shall be maintained as an agenda item for the board until resolved.

Section 6. The Board shall review proposed legislation and lend support to that which will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the Village of Waterford Board.

Article VII

Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII

Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Waterford Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter

in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX

General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

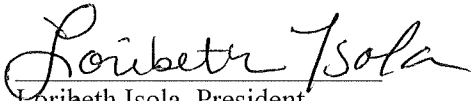
Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board are present and two-thirds of those present so approve.

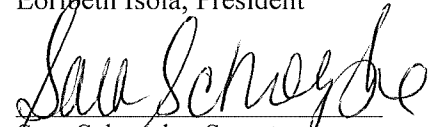
Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 4. Bylaws shall be reviewed at a minimum of every three years.

Section 5. Board members will be reimbursed per diem to attend library meetings at the current village rate.

Adopted by the Board of Trustees of the Waterford Public Library on the 9th day of December, 2025.


Loribeth Isola, President


Sara Schoepke, Secretary