



## WATERTOWN PUBLIC LIBRARY

### BY-LAWS OF THE BOARD OF DIRECTORS WATERTOWN PUBLIC LIBRARY

APPROVED February 12, 2021

#### ARTICLE I: NAME

This organization shall be called “The Board of Trustees of the Watertown Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

#### ARTICLE II: OFFICERS

SECTION 1: The officers shall be a president, a vice-president, a recording secretary, and a financial secretary, elected from among the appointed trustees at the July meeting.

SECTION 2: Officers shall serve a term of one year from the meeting at which they are elected.

SECTION 3: The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

SECTION 4. 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 5. The recording secretary shall keep a true and accurate record of all meetings of the Board. The library director or a member of the staff may be designated by the Board to perform the recording secretary’s duty.

SECTION 6. The financial secretary shall be responsible for making such investments as the Board shall authorize of monetary gifts, contractual monies, endowments and other non-appropriated funds of the library and for maintaining auditable records of such investments.

### ARTICLE III: MEETINGS

SECTION 1. The regular meetings shall be held each month, the date and hour to be set by the Board at the December meeting each year.

SECTION 2. Election of officers shall take place at the July meeting each year.

SECTION 3. Committee appointments shall be made at the July meeting each year.

SECTION 4. Adoption of the annual report shall take place no later than the March meeting each year.

SECTION 5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence as shown.

- a) Call to order/roll call
- b) Appearances
- c) Correspondence
- d) Approval of consent agenda items  
(Minutes of previous meeting, Committee Reports, Approval of Library Expenditures and Finance, and Director's Report).
- e) Unfinished business.
- f) New business.
- g) Adjournment.

SECTION 6. Special meetings may be called by the Library Director at the direction of the president, or at the request of 3 members, for the transaction of business as stated in the call for the meeting.

SECTION 7. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board present in person. If no quorum is reached within 15 minutes of the scheduled meeting time, no meeting will take place.

SECTION 8. Conduct of meetings: Proceedings of all meetings shall be governed by Roberts' Rules of Order.

### ARTICLE IV: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall appoint and prescribe the duties of such other employees as the Board deems necessary, and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for the adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriations.

## ARTICLE V: STANDING COMMITTEES

SECTION 1. The standing committees will appoint a chair and secretary from the the committee members. Their responsibilities shall be:

- a) Finance committee, 3 members – to work with the Library Director to prepare a proposed operating budget for submission to the entire Board and thereafter the City Council. The Finance Committee will work with the Personnel & Policy Committee and the Buildings and Grounds Committee to see that needs in these areas are adequately represented in the budget proposal.
- b) Personnel & Policy Committee, 3 members – to work with the Library Director to draft policies which ensure that library operations meet the needs of the community, to review all written policies of the library, at a minimum of every five years, and submit revisions or updates to the full Board for action. The Committee shall serve as consultant to the Library Director on staff management and as liaison between the staff and Board. The Committee shall also prepare an evaluation of the Library Director annually, in November. The evaluation will be presented to the Board for approval at the December meeting and set the Director's salary for the following year.
- c) Building & Grounds Committee, 3 members – to oversee the maintenance of the physical plant and recommend capital improvements or expenditures to the Board.

SECTION 2. All standing committees shall meet as needed to consult with the Library Director on matters of concern in their area of interest. Meetings are held as considered necessary by committee, the Library Director, or the Board as a whole.

SECTION 3. Special or ad hoc committees may be appointed by the President with the approval of the Board.

SECTION 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## ARTICLE VI: ATTENDANCE EXPECTATIONS

SECTION 1. Board members should respect other members' schedules and make an effort to be on time for meetings. If members find it difficult to arrive on time, they should feel free to ask for a discussion of the regular meeting day and time.

SECTION 2. If a Board member knows he/she will be unable to attend a meeting, the Library Director should be notified as soon as possible.

SECTION 3. Board members should attend at least 2/3 of the Board meetings. If any member finds this difficult, he/she should examine his/her ability to function as an effective member of the Board.

#### ARTICLE VII: 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. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been sent to all members with the Board packet for the meeting at which such action is proposed to be taken.

SECTION 3. Any rule or resolution of the Board, whether contained in these by-laws 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 of the members of the Board shall be present and two-thirds of those present shall so approve.