

**Title 1**  
**Chapter 1**

**Administration**  
**Bylaws of the Library Board**

**01-01-01 Purpose and Definitions**

- a) This organization shall be called the Lester Public Library Board of Trustees, located in Two Rivers, Wisconsin, 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 said statute.

**01-01-02 Membership**

- a) Pursuant to the requirements of the Wisconsin Statutes 43.54, the Lester Public Library Board of Trustees shall consist of ten members, eight of whom shall be appointed by the City Manager with the approval of the City Council; the ninth member shall represent the Two Rivers School District; and the tenth member shall represent the Manitowoc County Board. The regular term of office shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools, and any City Council member appointed shall serve a one year term.
- b) Terms shall be three years, commencing May 1 and expiring April 30 three years later.
- c) No person is appointed to succeed herself/himself after serving three consecutive terms on the Board.
- d) Appointments are made and certified to the City Clerk of the City of Two Rivers by the 15th day of May each year.
- e) Vacancies are filled for the balance of the unexpired term by the appointing body.
- f) Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the Library Board.
- g) Members may receive per diem, mileage, and other necessary expenses incurred in performing their duties if so authorized by the Library Board and the municipal governing body.
- h) The Board shall cooperate with other public officials and boards and maintain vital public relations. The Board represents the Library to the community and the community to the Library.

**01-01-03 Officers**

- a) The officers shall be a president, a vice president, and a secretary, elected from among the appointed trustees at the annual meeting of the Board.

- b) A nominating committee shall be appointed by the president three months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.
- c) Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected or until their term expires, whichever comes first. Vacancy in any office other than that of president shall be filled by open nominations from the floor to fill the vacancy.
- d) The president of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties of a presiding officer. The president shall serve as an ex-officio voting member of all committees with the exception of the nominating committee. The president shall not be a member of the nominating committee.
- e) The vice president, in the event of the absence of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.
- f) The secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. The minutes may be taken by a non-board member.
- g) The Library Administrator (Director) shall keep the signed minutes on file, shall issue notice of all regular and special meetings, shall present all bills to be paid to the Board for approval, and shall be authorized to pay bills due before the meeting date before being formally approved by the Board. The Director shall present all approved bills to the City Finance Officer for payment.
- h) In case of openings in the offices of both the president and vice president after May 1 until the organizational meeting, the secretary will act as the presiding officer of the Board.

**01-01-04 Meetings**

- a) The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Changes in the meeting time may be made for just cause during the year.
- b) The annual meeting of the Lester Public Library Board of Trustees shall be held at the time of regular meeting in May of each year.
- c) The order of business for regular meetings shall include but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances permit:

- (1) Call to order

- (2) Roll call
  - (3) Public presentation to or discussion with the Board
  - (4) Disposition of minutes of previous regular meeting and any intervening special meetings
  - (5) Review payment of items previously budgeted and paid. Approval of bills for payment that are unusual in nature, requiring the use of funds not previously included in the budget.
  - (6) Committee reports
  - (7) Director's report
  - (8) Communications
  - (9) Report from City Council Representative
  - (10) Report from School District Representative
  - (11) Report from County Representative
  - (12) Unfinished business
  - (13) New business
  - (14) Trustee Education
  - (15) Closed Executive Session
  - (16) Adjournment
- d) Special meetings may be called by the Director at the direction of the president, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be posted 48 hours in advance of meeting.
- e) A majority of Board members must be present for the transaction of business at any meeting. At committee meetings, a majority of members of that particular committee must be present to conduct business.
- f) An affirmative vote of a majority of all members of the Board present at any legally constituted meeting shall be necessary to approve actions before the Board. The president may vote upon any action before the Board and if handing the gavel over to the vice president (or in the vice president's absence, to another Board member) move or second a

proposal before the Board.

- g) The rules contained in *Robert's Rules of Order*, latest revised edition [or the *Standard Code of Parliamentary Procedure* by Alice 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.

#### **01-01-05 Library Director and Staff**

- a) 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 such other assistants and employees as the Library Board deems necessary, and recommend their duties and compensation. The Director shall be held responsible for the proper direction and supervision of the staff; for the care and maintenance of the Library property; for adequate and proper selection of books, serials, electronic database subscriptions and other library media in keeping with the library's stated policy of the Board; for the efficiency of library service to the public; and for the library's financial operation within the limitations of the budgeted appropriation. The Director's responsibility shall include preliminary preparation of the budget and approval for payment of routine bills falling within the confines of the budget previously approved by the Board. The Director shall attend all Board meetings unless excused by the Board.

#### **01-01-06 Committees**

- a) The president shall appoint committees for specific purposes as the business of the Board may require from time to time. The Committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- b) Appointments by the President shall include a Nominating Committee named at least three months prior to the date of the annual meeting and Administration, Planning, and Building and Grounds Committees.
- c) Administrative Committee: Review and recommend on-going budget amendments; review and recommend proposed changes in the Personnel Policy; review and make recommendations concerning staff concerns of personnel matters which the Director is unable to resolve. The Administrative Committee shall be the Vice President of the Board, the Secretary, a member from the Board appointed by the Board President, and the President of the Board serving ex officio.
- d) Planning: The Planning Committee shall be a committee of the whole. The committee shall work closely with the Director to review the development of library services and make annual revisions to the library long range plan.
- e) Building and Grounds: Review building and grounds upkeep and recommend changes in

structure, floor plans, and maintenance practices which the Director or Board may propose. The Board President, with the approval of the Library Board, may appoint temporary community representatives for the purposes of carrying out specific projects.

- f) No committee will have other than advisory powers unless by suitable action of the Board it is granted specific power to act.

**01-01-07      Amendments**

- a) 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 amendments shall have been sent to all members at least five (5) days prior to the meeting at which such action is proposed to be taken. (per Robert's Rules of Order)

**01-01-08      Effect**

- a) By adopting these bylaws, the Lester Public Library Board of Trustees waive any and all operational procedures which may have been at variance with these or prior bylaws in the past, hereby ratifying and approving all recorded resolutions and actions of its members to date, performed in the furtherance of the Library's interest and business.
- b) 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 of the members of the Board shall be present and two-thirds of those present shall so approve.

Voted on May 14, 1996  
Effective July 9, 1996  
Amended November 10, 1998  
Amended March 11, 2008  
Amended May 11, 2010  
Amended September 10, 2013

