

# Black Earth Public Library Bylaws

## Article I Identification

This organization is the Board of Trustees of the Black Earth Public Library, located in Black Earth, Wisconsin, established by the Wisconsin municipality of Black Earth, 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.** Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 (for municipal and joint libraries).

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason.

**Section 3.** Board members who are unable to participate in person at a meeting may attend such meetings by telephone or video conference. The Director shall select the conferencing equipment to be used and the location of the conference meeting place. The equipment selected shall be such that Board members are able to hear all participants at the meeting and be able to verbally communicate with all those present at the meeting.

## 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 April meeting of the Library Board. The library board will consist of five voting members. No member shall hold more than one office at a time, unless due to extraordinary circumstances. Vacancies shall be filled as soon as practicable through nominations from the Nominating Committee, or from the Library Board President to the Village President, or by the Village President at their discretion. Of the appointed trustees, one will be a representative of the school district (appointed by the District Administrator) and one will be a Village trustee, (appointed on the 3<sup>rd</sup> Tuesday after April elections by vote of the Village Board.) All library board members will be Village of Black Earth residents, except up to two library board members may reside in adjacent townships outside of the village boundaries.

**Section 2.** A nominating committee may be appointed by the president, if desired, three months prior to the April meeting to present a slate of officers to the Village President before the April Village Board meeting. Otherwise, nominations may be made from the floor at the meeting.

**Section 3.** As per Chapter 9, Section 4, of the Black Earth Municipal Code, the library board members, upon their first appointment, shall be divided as nearly as practicable into three equal groups to serve for two-, three- and four-year terms, respectively. Thereafter, each regular appointment shall be for a term of three years.

**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 except the nominating committee, sign all vouchers for disbursements from the library funds, 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, 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 and library director shall co-sign all checks drawn on funds held by the library, and perform such duties as generally devolve upon the office. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

## **Article IV Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held the 3<sup>rd</sup> Tuesday of the month, unless otherwise determined.

**Section 2. 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. The library director will prepare and distribute agendas and notices to the library board and to the Village Administrator for legal posting.

**Section 3. 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. Minutes may be posted on the Village of Black Earth website, [www.blackearthwisconsin.com](http://www.blackearthwisconsin.com).

**Section 4. Special Meetings.** Special meetings may be called at the direction of the president 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 5. Quorum.** A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

**Section 6. 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), including meeting by telephone or video conference calls which are reasonably accessible to the public with public notice given.

**Section 7. 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:

**Library Communications & Budget Committee (LCBC);**

**Building Committee (BC);**

Shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board at pertinent to Board meeting agenda items.

**Section 2.** Nominating Committee. (See Article III, Section 2.)

**Section 3.** 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. [Examples of possible ad hoc committees are Planning and Automation.]

**Section 4.** 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 Black Earth 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 determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and 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 supervise and maintain library facilities, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6.** The Board shall study and support legislation that 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 DPI-Division for Libraries, Technology, and Community Learning, and the village board, county library board, and library system.

**Section 9.** The Board shall approve any expenditures on a single item or service of \$1000.00 or more. Items or services of \$1000.00 or more, which are not provided through cooperative purchasing services or contracts held by South Central Library System, must obtain a minimum of three quotes. Should three quotes not be available, proof of attempt will suffice. In the event of an emergency purchase whose delay would prohibit the library from safely providing library services, this may be waived with approval of the Treasurer. Any purchase which exceeds the annual budget's line item total must be approved by the Board in advance.

**Section 10.** The Board shall follow Wisconsin State Statutes 61.54 and 62.15 regarding the bidding of items or services of \$25,000 or more.

## **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 Black Earth 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. Any board member 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 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 provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Black Earth Public Library on the 16<sup>th</sup> day of February, 2016.

Amended by the Board of Trustees of the Black Earth Public Library on the 21<sup>st</sup> day of April, 2020.

Amendment adopted by the BEPL Board of Trustees on the 20<sup>th</sup> day of January, 2021.

Amendment adopted by the BEPL Board of Trustees on the 17<sup>th</sup> day of May, 2022.