

Land O' Lakes Public Library	
Title:	LOL Bylaws
Review Cycle:	Every 5 years
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Article I -Name

This organization shall be called “The Board of Trustees of the Land O’ Lakes 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 said statute.

Article II – Officers

Section 1. The officers shall be president, vice president, secretary, and treasurer, all elected from among the appointed trustees at the January meeting of the board.

Section 2. A nominating committee shall be appointed by the board president one month prior to the January meeting. The nominating committee shall prepare a slate of officers for the following year and present it to the board at the time of the January meeting. Additional nominations may be made from the floor. An affirmative vote of the majority of all members of the board shall be necessary for election of any officer.

Section 3. Officers shall serve a term of one year from the January meeting at which they are elected and until their successors are duly elected. In the event that a vacancy occurs three or more months prior to the January board meeting a replacement shall be selected from the board either at the next regular board meeting or at a special meeting. Nominations shall be taken from the floor and an affirmative vote of the majority of those present shall be necessary to elect. If the vacancy in any office other than the presidency occurs less than three months prior to the annual meeting the president may opt to appoint a board member to complete the term.

Section 4. The president shall preside at all meetings of the board, shall issue timely notice 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 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 a true and accurate record of all meetings of the board and shall perform such other duties as are generally associated with that office.

Section 7. The Treasurer shall be the disbursing officer of the board, shall preapprove all payment of library financial obligations normally disbursed by the town clerk treasurer, and shall perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by resolution of the board. In the temporary absence or inability of the treasurer, the duty shall be performed by such other members of the board as the president may designate. The treasurer shall prepare and distribute a monthly financial status and balance report. The treasurer shall also prepare an annual financial summary and balance report for incorporation into the board's annual report.

Article III- Meetings

Section 1. The regular, open monthly meetings shall be held at the Land O' Lakes Library at a day and time determined by the board. The date and hour of any particular meeting may be adjusted by the board, with the appropriate lead time for public announcement.

Section 2. The order of business for regular meetings shall include but not be limited to the following items:

- a) Record attendance.
- b) Disposition of minutes of previous regular meeting and of any intervening special meetings.
- c) Treasurers report.
- d) Action on bills.
- e) Director's Report
- f) Committee reports.
- g) Correspondence.
- h) Old business.
- i) New business.
- j) Public input.
- k) Proposed agenda for next meeting.
- l) Adjournment.

Section 3. Special meetings may be called by the president, or at the written request of three members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of four members of the board present in person, or in lieu of a quorum a phone or e-mail vote can be taken and confirmed at the next regular meeting.

Section 5. Conduct of meetings: proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 6. Public notice of meetings shall be posted at the library and town hall at least 24 hours prior to meetings.

Article IV-Library Director and Staff

Section 1. 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 of direction. The director shall recommend to the board the appointments of additional employees, shall specify the duties of such employees, and will be held responsible for the following: the proper direction and supervision of the staff; the maintenance of the library property; the adequate and proper selection of books in keeping with the stated policy of the board; the efficiency of the library service to the public; and the library's financial operation within the limits of the budget. In the case of part-time or temporary positions, the director shall have interim authority to appoint replacements without prior approval of the board, provided that any such appointment shall be reported to the board at its next regular meeting.

Article V- Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the board.

Section 2. All the active committees shall make progress reports to the board at each of the board meetings, except the nominating committee need only to report at the meeting in which the election is held.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VI-Amending By-Laws

Section 1. The bylaws may be amended by a quorum of the board provided proper prior notice has been given.

Section 2. 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 each suspension, to be valid, may be taken only at a meeting in which at least six members are present and at least four of those present so shall approve.