

Bylaws of the Joint Library Board of the Albertson Memorial Library

Article I Identification

This organization is the Board of Directors of the Albany Joint Library Board of the Albertson Memorial Library, located in Albany, Wisconsin, established by the Village of Albany and Township of Albany in the county of Green, 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

The Joint Library Board shall consist of 7 members approved by the Board of Trustees of the Village of Albany. Those members shall include:

- a member of the Board of Trustees of the Village of Albany
- a member of the Board of Trustees of the Albany Township
- the superintendent of the Albany School District or his/her designee
- two at-large representatives who are residents of the Village of Albany
- two at-large representatives who are residents of the Albany Township
- the county may appoint a member if the county's financial support is equal to or greater than one sixth of the village and township financial support. The county may appoint two members to the Board if the county financial support is equal to or greater than one third of the village and township support

Members representing the Albany Township shall be approved by the Board of Trustees of the Township and forwarded to the Board of Trustees of the Village of Albany for its approval.

Members who are non-elected officials are appointed for 3-year terms beginning in January of the year of the appointment.

If vacancies for Township and Village at-large representatives occur during a member's term, the President of the Library Board shall recommend replacements to complete the term. Those recommendations shall be voted on by the Joint Library Board of Directors and forwarded to the Albany Village Board of Trustees for final approval and appointment in the same manner as other Board appointments.

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

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected for a one-year term from among the appointed trustees in January of each year. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. 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, co-sign all checks 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 3. 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 4. 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 5. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. As a substitute for signing all individual vouchers for disbursement, the treasurer may sign a copy of the bills report submitted by the director for Board approval after the bills have been approved by the Board. The signed bills report shall be submitted to the village along with the vouchers as payment authorization.

Section 6. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge.

Section 7. All spending of budgeted funds requires the approval of the Board. Spending of donated funds (funds held in custody of the library independently of the municipality) also requires the approval of the Board. For donated funds, the Board shall determine a threshold amount and all payment obligations equal to or greater than that amount shall require Board approval prior to creating an obligation for payment. Spending donated funds in an amount less than the established threshold does not require prior Board approval. Those purchases are required to be approved by the Board in the Director's next financial report to the Board,

usually monthly. All checks written to use donated funds require two signatures. The Director, the Board President, and the Board Treasurer shall be authorized signers on the donations checking account.

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.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of reviewing the prior year's final finances, shall be held at the time of the regular meeting in February 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. Current Board minutes shall be posted on a bulletin Board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the President, or shall be called at the written request of two Board 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 a majority of the members of the Board present in person or via a virtual meeting.

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 and Ad Hoc Committees. The Joint Library Board of the Albertson Memorial Library has no Standing 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 2. No committee shall have other than advisory powers.

Article VI Duties of the Board of Directors

Section 1. Legal responsibility for the operation of the Albertson Memorial Library is vested in the Board of Directors. 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 buildings and grounds, 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 Wisconsin Department of Public Instruction, and the village Board, and the town Board.

Article VII Library Director

The Library Director shall be appointed by the Board of Directors 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 Albertson Memorial 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 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.