

GREENFIELD PUBLIC LIBRARY LIBRARY BOARD

BYLAWS

Article I NAME

This organization shall be called "The Board of Trustees of the Greenfield 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 TRUSTEES

Section 1. The Board of Trustees of the Greenfield Public Library shall consist of nine members who each serve a term of three years per Wis Stats 43.54(1)(b) and (c). Any board member who has three unexcused absences from library board meetings during his/her term shall be subject to removal for cause upon the board's written request to the City of Greenfield Mayor.

Section 2. The officers shall be a president, a first vice-president, a second vice-president, and a comptroller elected from among the appointed trustees at the July meeting of the board.

Section 3. A nominating committee shall be appointed by the president at least one month prior to the July meeting. The committee will present a slate of officers at the July meeting. Additional nominations may be made from the floor.

Section 4. Officers shall serve a term of one year from the July meeting at which they are elected and until their successors are duly elected.

Section 5. 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, act as a signatory for legal documents that require such signature, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

Section 6. 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 7. The second vice-president, in the event of the absence or disability of the first vice-president or a vacancy in that office, shall assume and perform the duties of the first vice-president.

Section 8. The comptroller shall review the bills and present the bills to the board at its regular meeting. In the absence of or inability of the comptroller, the duties shall be performed by such other members of the board as the board may designate.

Article III MONTHLY BOARD MEETINGS

Section 1. The regular meetings shall be held each month at the library, the date and hour to be set by the Board. Video conference may be made available.

Section 2. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances will permit:

1. Call to order and roll call
2. Public comment
3. Comptroller's report
4. Consent agenda
 - a Approval of minutes
 - b Approval of financial report
 - c Approval of invoices presented for payment
5. Items pulled from the consent agenda
6. President's report
7. Old business
8. New business
9. Library Director's Report
10. New items for placement on the next agenda
11. Next meeting date
12. Adjournment

Section 3. Special meetings may be called by the president or at the request of five voting 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 five members of the Board present in person or via videoconference

Section 5. Proceedings of all meetings shall be governed by Roberts' Rules of Order and in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 to 19.98)

Section 6. The Assistant Library Director shall serve as secretary. The secretary shall draft the minutes of the board meetings.

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 recommend to the board the job descriptions for all positions in the library, shall hire and be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for proper selection of materials in keeping with the adopted policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budget. The director shall have the authority to appoint staff to vacant positions, and said appointments shall be reported to the board at its next regular meeting.

Article V COMMITTEES

Section 1. The president shall appoint committees of two or more members each, for such specific purposes as the business of the board may require. A 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. Committees shall provide timely updates to the board.

Section 2. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VI 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 board members provided written notice of the proposed amendment shall have been provided to all members at least ten days before 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 at least two-thirds (6) of the members of the board shall be present, and two-thirds of those present shall so approve.

Section 4. Board members shall serve no more than three consecutive three-year terms. A board member who is coming to the end of a three-year term shall inform the board by April of his or her intent whether to seek another term. In the event of a lack of qualified candidates for trustee, the board member may serve until such time as one is found.

Section 5. Per Wis Stats. 43.54(1)(a), no more than two (2) board members may reside outside of the City of Greenfield.

Section 6: The board will fill non-term vacancies in the same manner as term vacancies.

Adopted November 13, 1984; Amended April 9, 1986, February 4, 1987, April 2, 1987, January 18, 1996, July 8, 1997, June 9, 1998, July 8, 1999, January 13, 2000, August 10, 2000, May 17, 2012, February 14, 2024.