

## **Neenah Public Library Board of Trustees Bylaws**

### **Article 1 Identification**

The name of this organization is the Neenah Public Library, located in Neenah, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under that statute.

### **Article 2 Board of Trustees**

**Section 1. Number and qualifications.** The governing body of the library is composed of eight members appointed by the mayor and confirmed by the city council; the local school district administrator or his or her designee, as by law; and members who qualify under Wisconsin Statutes 43.60(3), relating to funding received by a county.

**Section 1.a. Teen Representative.** By a majority vote of the library board, a Teen Representative, aged 13-18, nominated by the Youth Services Manager, may serve as an ad hoc member of the library board for a one-year term to run from June 1 of the current year through May 31 of the following year. The Teen Representative shall not be an official member of the board and shall not have voting rights, but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The Teen Representative shall be excluded from any closed sessions. The Teen Representative may be removed from this advisory position by a majority vote of the library board.

**Section 2. Term of Office.** The term of office of trustees shall be three years or as provided by City Ordinance.

**Section 3. Disqualifications, Vacancies.** Members who move out of the political subdivision they represent shall be responsible for notifying the mayor. When any trustee fails to attend three consecutive board meetings without reasonable excuse, the president shall notify the appointing authority to request disqualification of the trustee.

### **Article 3 Officers**

**Section 1.** The officers shall be a president, a vice-president, and a chairperson of the Finance & Personnel Committee, elected from among the appointed trustees at the January meeting of the board. Officers may succeed themselves once only and may be re-elected to the same office after a lapse of at least one year. Vacancies in office shall be filled by vote at the next regular board meeting after the vacancy occurs. Removal from office shall be by a two-thirds vote of all members of the board.

**Section 2.** A nominating committee shall be appointed by the president at the November or

December meeting and shall present a slate of officers at the following January meeting. Additional nominations may be made from the floor at that time.

**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.

**Section 4.** The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute documents authorized by the board, sign vouchers for disbursements from the city's library funds, 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 chairperson of the Finance & Personnel Committee shall preside over that committee and shall assume and perform the duties and functions associated with that office. In the absence of the president and the vice-president, the chairperson of the Finance & Personnel Committee shall preside at any board meeting.

#### **Article 4 Meetings**

**Section 1.** The regular meetings shall be held at 4:00 p.m. on the third Wednesday of each month.

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

- 1) call to order
- 2) public questions & comments
- 3) library board consideration of public questions & comments
- 4) consideration of minutes of any board or committee meeting since the previous board meeting
- 5) library statistical reports
- 6) bills for consideration
- 7) library director's report
- 8) business for consideration
- 9) reports:
  - a. Winnebago County representative
  - b. Neenah City Council representative
  - c. Neenah Joint School District representative
- 10) announcements/future agenda items
- 11) next regularly scheduled meeting time and date
- 12) closed session (if needed and if properly noticed)
- 13) adjournment

**Section 2.a.** Under agenda item (2), above, “public questions & comments,” such questions and comments shall be limited to five minutes per speaker, unless additional time is approved by a two-thirds majority vote of those board members present. The board may, by a simple majority vote of those board members present, impose further restrictions on speakers, such as requesting a group of like-minded citizens to elect a single representative to give its viewpoint, changing the time limit for each speaker, or not allowing any more citizens to speak.

**Section 3.** Special meetings may be called by the president, or at the request of any two 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 a majority of the board, except that three or more members may constitute a quorum if attending members at that meeting so vote unanimously. A meeting to approve the annual budget request, however, must have a majority of the members present.

**Section 5.** *Robert’s Rules of Order Newly Revised In Brief* copyright 2004 shall govern the parliamentary procedure of the meetings.

## **Article 5 Committees**

**Section 1. Finance & Personnel Committee.** This committee shall consist of the chairperson of the Finance & Personnel Committee, the president, the vice-president, and one other board member, to be appointed by the president. The Committee shall perform the duties and functions generally associated with that committee.

**Section 2. Ad Hoc Committees.** Ad Hoc committees for special situations will 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. Many of these committees may also include staff, citizen, or municipal representatives.

**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 6 Duties of the Board of Trustees**

**Section 1.** Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

**Section 2.** Select and appoint a competent library director; maintain oversight and conduct annual performance evaluations.

**Section 3.** Advise in the preparation of the budget, approve it, and be prepared to support its funding.

**Section 4.** Through the library director, supervise and maintain buildings and grounds, as well as review various physical and building needs to see that they meet the requirements of the total library program.

**Section 5.** Study and support legislation that will bring about the greatest good to the greatest number of library users.

## **Article 7 Library Director**

The library director shall be considered the executive officer of the library and shall have sole charge of the administration of the library under the direction and review of the board. The director shall have the authority to perform the duties and functions associated with the position of chief executive officer of the library. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

The director shall be invited to attend all board meetings (but may be excused or excluded from closed sessions) and shall have no vote. In the event of the absence of the director from a board meeting, the library assistant director shall serve in that capacity.

## **Article 8 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 shall be present and two-thirds of those present shall so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the board by two-thirds majority vote of all members of the board provided written notice of the proposed amendment shall have been distributed to all members at least five days prior to the meeting at which such action is proposed to be taken.

*[Bylaws revised June 16, 2010. Teen Representative section added December 21, 2011. Agenda items changed March 21, 2012.]*