

- BYLAWS -

SPRING GREEN COMMUNITY LIBRARY

ARTICLE I
IDENTIFICATION

The name of this organization is the Spring Green Community Library Board of Trustees, located in Spring Green, Wisconsin, organized and functioning under Chapter 43 of the Wisconsin Statutes and exercising power and authority under said statute.

ARTICLE II
MEMBERSHIP

SECTION 1. NUMBER. The governing board of the library shall not be less than five members nor more than eight, with seven appointed by the Spring Green Village President with approval of the Village Board of Trustees, for a period of three years with no more than two members from an adjacent township. The eighth member may be appointed by the Chairman of the Sauk County Board of Supervisors with approval of the Sauk County Board for a period of three years.

SECTION 2. TERMS OF OFFICE. No member shall serve more than three consecutive terms unless approved by the Spring Green Community Library Board at the annual meeting (Article IV, Sec. 2) or at a special meeting (Article IV, Sec. 3). Subsequent approval required by the Village Board of Trustees at the next meeting following above meetings.

SECTION 3. VACANCIES. A vacancy occurs when a member moves from the service area of the library or when a member fails to attend three consecutive meetings without notification to the secretary or when a member presents written notice of resignation to the village authorities. In cases of vacancies, the library board will forward a name of a qualified person to the village clerk for board consideration and approval by the Village President and Village Board of Trustees.

ARTICLE III

OFFICERS

SECTION 1. OFFICES. The officers shall be a president, vice president, secretary, and treasurer, elected from among the appointed trustees at the annual meeting of the Board. 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. ELECTIONS. The president shall present a slate of officers at the annual meeting, Additional nominations may be made from the floor at that time.

SECTION 3. TERMS. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

SECTION 4. PRESIDENT. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

SECTION 5. VICE PRESIDENT. 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. SECRETARY. 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 7. TREASURER. The treasurer shall 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. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. 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. The regular meetings shall be held monthly; date and hour set by members at the annual meeting.

SECTION 2. ANNUAL. The annual meeting shall be held in August for the appointment of board members and the election of officers.

SECTION 3. SPECIAL. Special meetings may be called by the secretary at the direction of the president or by request of a majority of the membership. Notice of a special meeting must be given to members at least 48 hours prior to the meeting and shall include all information concerning the purpose for which the meeting is called.

SECTION 4. CONDUCT OF BUSINESS. When necessary to formulate motions or complete business, Roberts Rules of Order shall serve as the parliamentary procedure; otherwise general discussion and suggestion shall constitute the usual procedure of the meeting.

SECTION 5. QUORUM. A quorum for the transaction of business shall consist of a majority of all members of Board of Trustees.

SECTION 6. OPEN MEETINGS LAW COMPLIANCE. All board and committee meetings shall be held in compliance with the provisions of the Wisconsin Open Meetings Law.

ARTICLE V COMMITTEES

SECTION 1. GENERAL. When necessary, the president will appoint committees in order to complete research or seek information between meetings. No less than two persons nor more than three shall constitute the number for the committee. The committee's function shall consist only in offering factual information to the board and shall be advisory only in nature. A committee shall cease to serve after a report to the board is completed.

SECTION 2. POWER. No committee will have other than advisory powers unless, by unanimous consent of the board,

they shall be granted specific power to act.

ARTICLE VI DUTIES OF THE BOARD OF TRUSTEES

SECTION 1. The board shall supervise the administration of the library and select and point a competent library director. The director shall appoint such other assistants and employees as the library board deems necessary and prescribe their duties and compensation. They shall prepare a budget for approval of the Village Board and seek to secure adequate funds for the efficient operation of the library. They will expend funds (grants and endowments) with the cooperation of the library director, to best serve the interest of the library and patrons concerned. They will show no favoritism or discrimination to any race, creed, or color in material selection or library operations and functioning. Through the director and as members see fit, inspection and review of physical and building needs will be undertaken. They will support legislation which improves library service for the greatest number of patrons. They will help “sell” the value of the library to the public and in turn, help to maintain and constantly encourage public support of the library.

ARTICLE VII LIBRARY DIRECTOR

SECTION 1. GENERAL. The board shall appoint a qualified library director who shall be the chief executive and administrative officer of the library, under direction and review of the board. The director shall report to the board the appointment and duties of other employees and shall be responsible for their proper direction and supervision. He/she shall be responsible for the care and maintenance of the library property, for an adequate and proper selection of books and other materials in keeping with the policies of the board. He/she shall be required to operate the library as efficiently as possible and be aware of the needs of the public. The director will be responsible for the financial operation of the library and remain within the limitation of the budgeted appropriations. The director shall attend all board meetings (but may be excused from closed sessions), will offer suggestions for action but will 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 Spring Green Community Library in which they have a direct or indirect interest.

SECTION 2. A board member shall withdraw from board discussion, deliberation, and vote on any matter in which the board member, or 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 be reasonably expected to influence his or her vote or other official action.

ARTICLE IX GENERAL

SECTION 1. BOARD ACTION. An affirmative vote of the majority of all members present shall be necessary to approve any action by the board. The president may vote and may move or second any proposal before the board.

SECTION 2. AMENDMENT. The bylaws may be amended by the majority vote of all members of the board, providing notice of the proposed amendment has been presented to all members, in writing, at least two weeks in advance of the meeting at which time action will be taken.

SECTION 3. SUSPENSION OF RULES. Any rule or resolution of the board whether contained in bylaws or otherwise, may be suspended temporarily with business at hand, but such suspension, to be valid, may be taken only at a meeting at which all members shall be present and two-thirds of those present shall approve.

These bylaws will be in force upon adoption by the Board of the Spring Green Community Library on the 10th day of April 2007.

Amended June 5, 2018