

BYLAWS
of
MANITOWOC PUBLIC LIBRARY

This organization is the Board of Trustees of Manitowoc Public Library, established by the City of Manitowoc according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and duties granted to it under said statute.

ARTICLE I. – MEMBERSHIP

Section 1: Appointment and Terms of Office. Appointment to the Board and term of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 and 43.60.

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

ARTICLE II. – MEETINGS

Section 1: Regular Meetings. The Library Board shall meet monthly, typically but not necessarily, on the fourth Monday at 5 pm in the Board Room. If a regular monthly meeting should fall on a holiday, the monthly meeting will be moved to the Monday prior to the regularly scheduled Library Board meeting. In the event of a change to the meeting date or time, all Board members will be notified at least forty-eight hours in advance of such a change by the Library Director. For any month in which the Library Board does not meet because of the lack of quorum or by official action of the Board, the payment of bills will formally be approved at the next meeting of the Board.

Section 2: Annual Meeting. The annual meeting of the members of the Board of Trustees of the Manitowoc Public Library shall be held for the purpose of electing Board Officers on the fourth Monday in the month of July of each year at 5:00 p.m., or at a time set pursuant to Section 1.

Section 3: Special Meetings. Special meetings may be called by the President, or upon written request to the President of two members, for the transaction of business stated in the public notice of such meeting.

Section 4: Notice. Public Notice of all meetings of the Board or its committees shall be given as per the requirements of Wisconsin's Open Meetings Law, and shall include the agenda, time,

date, and place of the meeting and indicate all subject matter intended for consideration at the meeting.

Section 5: Quorum. A quorum for the transaction of business shall consist of a simple majority of appointed members for Committee and Board of Trustee meetings.

ARTICLE III. – OFFICERS

Section 1: Election. Officers of the Board of Trustees of the Manitowoc Public Library shall be chosen at the July meeting of the Board and shall consist of a President, a Vice-President, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be combined at the discretion of the Board.

Section 2: President. The President of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, sign contracts and other legal documents as approved by the Board or as required by law, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

Section 3: Vice-President. The Vice-President shall preside in the absence of the President.

Section 4: Secretary. The Secretary shall preside in the absence of the President and Vice-President. The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings and shall issue notice of all regular and special meetings. The Secretary shall perform the usual duties of secretaries, and shall be assisted by a recording secretary who shall be an employee of the Library.

Section 5: Treasurer. The Treasurer shall preside in the absence of the President, Vice-President and Secretary. The Treasurer shall review all bills and vouchers submitted for payment by the Library prior to each Board meeting and shall certify to the Board the validity of such bills and vouchers, and in other respects generally perform the duties expected of such office.

Section 6: Tenure. No officer shall serve in any one office more than three consecutive years.

ARTICLE IV. – COMMITTEES

Section 1: Standing Committees. Standing committees shall be appointed by the President as soon as is practicable either at or after the July meeting. The standing committees shall consist of a Finance Committee, a Personnel Committee, a Building and Maintenance Committee, a Nominating Committee, and a Long Range Planning Committee. The Board President is a voting ex-officio member of all committees. All committees shall have advisory powers only.

Section 2: Finance Committee. The Finance Committee shall prepare, with the assistance of the Library Director, the Annual Budget for presentation at the August meeting of the Board. The final Budget shall be presented to the Common Council of the City of Manitowoc. The Finance Committee or its Chair shall appear before the Common Council or any of its committees to present the needs of the Library if requested to do so or if deemed necessary.

Section 3: Personnel Committee. The Personnel Committee is responsible for reviewing and recommending the compensation of all Library employees to be included in the Annual Budget; for conducting a performance review of the Library Director by the entire Board at such intervals as the Board may deem appropriate; and for matters pertaining to Library personnel policy.

Section 4: Building and Maintenance Committee. The Building and Maintenance Committee is responsible for all matters of building enhancement, modification, heating, lighting, repairs, protection of the building and grounds, etc.

Section 5: Nominating Committee. The Nominating Committee shall be made up of that Board member representing the Manitowoc Public School District and one Board member appointed by the President. Prior to the July annual meeting, the Nominating Committee shall compose a slate of nominees to present to the Board for election at its July meeting. Nothing contained herein shall prevent nominations from being made on the floor at the July annual meeting.

Section 6: Long Range Planning Committee. The Long Range Planning Committee is responsible for drafting, with the assistance of the Library Director, a long range plan for the development and services of the Library, and for such planning documents as may be necessary for the development of specific aspects of Library service (e.g. technology) or as may be required by law.

Section 7: Special Committees. The President shall appoint such other committees as needed.

ARTICLE V. – LIBRARIAN – TRUSTEES

Section 1: Librarian Duties. The Library Director shall be considered the executive officer of the Board of Trustees and shall have full charge of the administration of the Library under the direction and review of the Library Board, and subject to the policies established by the Board. The Library Director's responsibilities shall include care of the buildings and equipment, employment and supervision of staff, affording efficient service to the public and generally directing and operating the Library under those financial conditions permitted by the Annual Budget. The Library Director shall attend all Board meetings and shall attend and be a non-voting ex-officio member of all Committees, but may be excused from closed sessions dealing with the evaluation or compensation of the Director.

Section 2: Trustee Responsibilities and Duties. Legal responsibility for the operation of the Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing Library operations and services. The Board has exclusive control of the expenditure of all moneys collected, donated or appropriated for the Library fund and shall audit and approve all Library expenditures. The duties of the Library Trustee are to attend as many meetings as possible, and to work with the Library Director in establishing Library Policy for good and efficient Library operation. This will include selecting, appointing and supervising a properly certified and competent Library Director; setting policy for the following: purchase of books, supplies, materials and equipment; maintenance of buildings and grounds; preparing an annual budget and checking expenditures; keeping a record of each meeting; maintaining an up to date Employee Policy Manual; and any other duties necessary to the provision of good Library service. All Trustees are also urged to attend other meetings, conferences, and continuing education opportunities that are related to libraries and library work, and to serve as positive advocates for library service with respect to legislative and budgetary issues.

ARTICLE VI – GENERAL

Section 1: Voting. 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: Conflict of Interest. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Manitowoc Public Library in which they have a direct or indirect financial interest. 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. 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 VII – SUSPENSION OR AMENDMENT OF BYLAWS

Section 1: Suspension. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in conjunction with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least seven members of the Board are present and at least five members of those present so approve.

Section 2: Amendment. Proposed amendments to these Bylaws may be introduced at any regular meeting, with final adoption of the Bylaws as amended to take place at the next succeeding regular meeting.

Adopted by the Board of Trustees of the Manitowoc Public Library on the 26th day of July, 2004

Revised December 18, 2006

Revised January 23, 2007

Revised March 2015

Revised May 2015

Revised June 2015