

NEW BERLIN PUBLIC LIBRARY

BOARD OF TRUSTEES BY-LAWS

Article I Identification

This organization shall be called the Board of Trustees of the New Berlin Public Library, located in New Berlin, Wisconsin, established by New Berlin, according to 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 said statute.

Article II Membership.

Section 1. Number and Qualifications. The Library Board shall consist of 7 citizen members, the school administrator of one of the school districts of the City or his/her representative and one member of the Council. [Municipal Code 1.05, Wisconsin Statutes Section 43.54.]

Section 2. Appointments and Terms of Office. The school administrator or his/her representative shall be appointed by the Mayor, subject to confirmation by the council for a 3 year term commencing on July 1. The 7 citizen members shall be City residents appointed by the Mayor, subject to confirmation by the council, for 3 year terms commencing July 1. The citizen members shall be appointed for terms so staggered that not more than 3 members are appointed in any one year. The Council member of the Library Board shall be appointed by the Council President for a term of one year commencing May 1. [Municipal Code 1.05, Wisconsin Statutes Section 43.54.]

Article III Officers

Section 1. The Officers shall be a president, a vice-president, a secretary, and a treasurer/financial secretary, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers the month before the annual meeting. Additional nominations may be made from the floor. Voting shall occur at the annual meeting.

Section 3. 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. The President shall preside at all the meetings of the Board, authorize calls for any special meetings, appoint all committees, and execute all documents authorized by the Board.

Section 5. The Vice-President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 6. The Secretary or designee shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. In the absence or inability of the secretary, the duties shall be performed by such other members of the Board as the President may designate.

Section 7. The Treasurer/Financial Secretary shall monitor and report on such accounts that may be under the Board's jurisdiction. In the absence or inability of the Treasurer/Financial Secretary, the duties shall be performed by such other members of the Board as the President may designate.

Article IV Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Prior to calling the regular meeting to order, the Board may take comments from the public under a Privilege of the Floor/Public Comments Session, providing it has been properly included and noticed in the agenda and meeting notice. The Board may set procedures to govern the process of hearing comments from the public.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in June 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 for consideration at the meeting. The library director, in consultation with the library board president, shall prepare the agenda.

Section 4. The Board may meet by videoconference, following the Ordinance in effect for the City of New Berlin to apply to such meetings.

Section 5. Special meetings may be called at the direction of the president, or at the request of three (3) members, for the transaction of business as stated in the call for the meeting.

Section 6. A quorum for the transaction of business at any meeting shall consist of the majority of the appointed trustees.

Section 7. Conduct of meetings: Proceedings at all meetings shall be governed by Robert's Rules of Order and conform to open meetings laws in effect at that time.

Section 8. When any member is absent for three (3) consecutive meetings (without a reasonable excuse), the Library Board shall request that the Mayor consider the appointment terminated and appoint a new member to the Library Board.

Section 9. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to order, Roll Call

2. Consent Agenda, to include Minutes of Previous Meeting, Next Meeting Date, Approval of Bills and Invoices, Library Activity Reports. Note: any item may be pulled from the Consent Agenda and discussed separately.

3. Administrative Reports

4. Committee Reports

5. New Business

6. Announcements

7. Adjournment

Article V Committees

Section 1. The president shall appoint committees of three (3) or more members for such specific purposes as the business of the Board may require from time to time. The 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.

Section 2. All committees will make a progress report to the Library Board at each of its meetings.

Section 3. All committees will have only advisory powers unless, by suitable action of the Board, a committee is granted specific power to act.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the New Berlin Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and the 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 study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 7. The Board shall approve and submit the required annual report to the Wisconsin Department of Public Instruction.

Article VII Library Director

The Library Director shall be appointed by the Board of Trustees 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 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 New Berlin Public 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

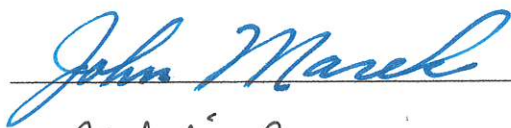
Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

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, emailed, or delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 4. The Board shall, at a minimum, conduct a review of these bylaws every 3 years to consider appropriate updates and revisions.

Adopted by the Board of Trustees of the New Berlin Public Library on the 16th day of August, 2021.



John Marek, Library Board President



Natalie Beacom, Library Director

Adopted March 16, 2015

Revised August 16, 2021