

# Bylaws of the Lester Public Library of Rome

## Article I: Identification

The name of this organization is the LESTER PUBLIC LIBRARY OF ROME in Rome, 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 said statute.

## Article II: Board of Trustees

Section 1. Number and qualifications: The governing body of the library is composed of 7 members as appointed by the Town Board and representing the residents of the local area-

Section 2. Terms of office: The terms of office of trustees shall be three years, which may be extended.

Section 3. Vacancies: Any vacancies will be handled in accordance with the current Town of Rome policy.

## Article III: Officers

Note: Section 43.544(2), Wisconsin State Statute requires board members only to elect a president "and such other officers as they deem necessary."

Section 1. The officers shall be a president, a vice-president, and a secretary, elected from among the appointed trustees at the annual meeting of the board. An officer may succeed him/herself.

Section 2. The terms of office of trustees shall be three years, which may be extended.

Section 3. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, and execute all documents authorized by the trustees, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy of that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular meetings, and shall perform such other duties as are generally associated with that office. The library director, a member of the staff, or an outside agency may be designated to perform any or all of the above duties.

## **Article IV: Meetings**

Section 1. The regular meetings shall be held as called.

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

- (a) Call to order
- (b) Certify postings
- (c) Roll call of members, introduction of visitors
- (d) Disposition of minutes of previous regular meeting and any intervening special or closed meeting
- (e) President's report
- (f) Bill approval
- (g) Budgets
- (h) Foundation/Friends of the Library/Town of Rome
- (i) Librarian's report
- (j) New business
- (k) Set Next Agenda Items
- (l) Set Next Meeting Date
- (m) Adjournment

## **Article V: 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.

Section 3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

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

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

Section 6. Cooperate with other public officials and boards and maintain vital public relations.

## **Article VI: Library Director**

The library director shall be considered the ex-officio member of the board and shall have sole charge of the administration of the library under direction and review of the Library Board. The director shall be responsible for the care of the buildings and equipment, for the employment 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 attend all board meetings but shall have no vote.

## **Article VII: General**

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve an action 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 a quorum is established. Four or more members present constitute a quorum.

Section 3. These bylaws may be amended at any regular meeting of the board by majority vote of all members of the board.

Section 4. A quorum for the transaction of business at any meeting shall consist of majority members of the Board present in person. (For municipalities see S.43.54(1)(e), Wis Stats.). In rare circumstances and on pre-approval by the President, members may participate by telephone or other means of telecommunication or electronic communication. Any voting conducted by telephone, or by other means of telecommunication or electronic communication, shall be subject to the same quorum requirements of meetings at which members are present in person. A person appearing electronically shall state on the record that no other individuals are able to hear the closed session discussion.

These bylaws will be in force upon adoption by the board of trustees of the Lester Public Library of Rome on the 11<sup>th</sup> Day of July 2011.

Reviewed and Approved by the Library Board on April 14, 2023.