

Shiocton Public Library Board Bylaws

Article I. Membership

Pursuant to the requirements of the Wisconsin Statutes (43.54), the Board of Trustees of Shiocton Public Library in Shiocton, Wisconsin shall consist of five members appointed by the Shiocton Village President and confirmed by the Shiocton Village Board, one of which shall be the School District Administrator or his/her designee.

Article II. Officers

- Section 1. The officers of the library board shall be a president, a vice president, and a secretary.
- Section 2. The officers shall be elected at the annual meeting in May and take office at the close of that meeting.
- Section 3. The principle duties of the president shall be to preside at the regular and special meetings of the board, to have the usual powers of supervision and management, and to perform such other duties as may be designated by the board. The president shall be an ex-officio member of all committees authorized by the board.
- Section 4. The vice-president shall discharge the duties of the president in the event of the absence or disability thereof, or of a vacancy in that office, and, in addition, any other duties as designated by the board.
- Section 5. The secretary shall maintain a true and accurate record of all meetings of the board, and shall perform such other duties as generally associated with the office. All records and correspondence unless otherwise specified by the board, shall be kept in the library director's office.

Article III. Meetings

- Section 1. The date and hours of regular meetings are to be set by the board at its annual meeting. Members shall be expected to attend all meetings except as they are prevented by a valid reason.
- Section 2. The annual meeting, which shall be for the purpose of election officers, shall be held at the time of the regular meeting in May of each year.
- Section 3. Special meetings may be called by the president at any time deemed advisable, or upon written request to the president by three board members, or the transaction of business as stated in the call.
- Section 4. A quorum for the transaction of business at any meeting shall consist of a simple majority.
- Section 5. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the board.

Article IV. Library Board Duties

- Section 1. The library board of trustees is legally responsible for the administration of the library. Subject to state and federal law, the library board has the power and duty to determine rules and regulations governing the operation and services of the library.
- Section 2. The library board shall select, appoint, and supervise a properly certified and competent library director and shall determine the duties and compensation of all library employees.
- Section 3. The library 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.

Article V. Library Director and Employees

- Section 1. 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.
- Section 2. The library director shall select and appoint employees to fill positions established by the board. The director shall be held responsible for the proper direction and supervision of all other employees.
- Section 3. The library director shall be responsible for the care and maintenance of library property, maintaining an adequate and proper selection of materials, for the efficiency of library service to the public, and for the library's financial operation within the limitations of the budgeted appropriation.

Article VI. 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. 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 to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adoption Date: November 13, 2012