

# Muehl Public Library Board of Trustees By-Laws, 2013

## Article One: Membership

Section 1 Consistent with the requirements of the Wisconsin statutes Chapter 43.54, the Library Board of the Muehl Public Library shall consist of seven members. Of the seven members, one shall be a city council member, one shall be a rural resident, and one shall be the Superintendent of Schools or his/her representative by appointment. All members shall be appointed by the Mayor, with approval of the City Council.

Section 2 The term for the Board member will be three years from January to January.

Section 3 No Board member shall serve more than two consecutive terms of three years each.

Past Board members will be eligible for re-appointment after one year. The term of the Superintendent of Schools or school representative is unlimited.

## Article Two: Officers

Section 1 Officers of the Board shall be a president, vice-president, and recording secretary.

Section 2 The officers shall be elected by ballot at the annual meeting for a term of one year. Vacancies in office shall be filled by ballot at the next regular meeting of the Board.

Section 3 The duties of the officers shall be as described as in *Robert's Rules of Order*.

## Article Three: Meetings

Section 1 The Library Board will meet monthly, except July and December. The meetings will be held at the date and time designated by the Library Board. The January meeting will be the annual meeting.

Section 2 Notice of each Board meeting will be published no later than 24 hours prior to the scheduled meeting. The agenda for each meeting will be posted in public locations at the library, the municipal building, on the library website, and sent to the local paper.

Section 3 Special meetings may be called by the president, or upon written request of two Board members. Written notice stating the time and place of any special meeting and the purpose will be given to board members at least two days prior to the meeting.

Section 4 A quorum will consist of a simple majority (4).

Section 5 The order of business and parliamentary procedure of the meetings will be consistent with the latest revised edition of *Robert's Rules of Order*.

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|-----------------------------------------|---------------------------------|---------------------------------|
| a. Call to order and roll call          | b. Approval of minutes          | c. Approval of financial report |
| d. Acknowledgement of Director's Report | e. Perusal of activities report | f. Trustee Essential study      |
| g. Old Business                         | h. New Business                 | i. Adjournment                  |

## **Article Four: Committees**

- Section 1 In most matters the Board will function as a committee of the whole.  
Section 2 Special committees may be established by the president, with approval of the Board, to carry out specific tasks.

## **Article Five: Powers and Duties**

- Section 1 The Library Board shall have the following powers and duties:
- a. Follow the terms of the agreement between the library and the public library system in which it has membership.
  - b. Control library funds, property, expenditures, and approve an annual report submitted by the Director.
  - c. Employment and evaluation of the Library Director.
  - d. Establish and maintain library policies.
  - e. Communicate effectively with the city council.

## **Article Six: Library Director**

- Section 1 The Library Director shall be considered the executive officer of the Board and will have sole charge of the administration of the library under the direction and review of the Board. The Library Director will be responsible for the following:
- a. The care of the building and its contents.
  - b. The employment and supervision of the staff.
  - c. The efficiency of the library's service to the public.
  - d. The operation of the library under the financial conditions set forth in the annual budget.
  - e. Attend all Board meetings and submit reports as determined by the Board.

## **Article Seven: Amendments**

- Section 1 These by-laws may be amended at any regular meeting of the Board by a simple majority of Board members (4).

Approved by the Library Board September 3, 2013.  
Please see list of expectations following. Thank you.