

Bylaws of the Board of Trustees of the Blanchardville Public Library
Approved by the Blanchardville Public Library Board of Trustees 08/14/2024

Article I: Identification

The name of this organization is the Board of Trustees of the Blanchardville Public Library, located in Blanchardville, Wisconsin, established by the Village of Blanchardville, Wisconsin, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II: Membership

Section 1: Number and Qualifications

- The Library Board is composed of between five (5) and seven (7) members as appointed by the Village President and representing the municipality of Blanchardville and/or the surrounding townships that make up the BPL service area. Section 2: Meeting Attendance
- Trustees shall be expected to attend all meetings except as they are prevented by a valid reason. If a trustee fails to attend three consecutive meetings without valid reason the President will notify the appointing authority and declare the position vacant.

Section 3: Trustee Moving Out of Area

- Trustees should reside in the BPL service area. A trustee who moves out of the BPL service area shall notify the Secretary of the Board of Trustees, and the position shall be declared vacant. The President will notify the appointing authority of the vacancy.

Article III: Officers

Section 1: Officers

The officers shall be a President, a Secretary, and a Treasurer, elected from among the appointed Trustees. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: President

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

Section 3: Secretary

The Secretary 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. The Library Director or a member of the trustees may be designated by the Board to perform any or all of the above duties in the absence of the Secretary.

Section 4: Treasurer

The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolved upon the office. The treasurer shall make reports to the Board showing in detail the amount and investment of, and income and disbursements from the funds in his or her charge

Article IV: Meetings

Section 1: Regular Meetings

Regular meetings will be held every two months with a date and time for each following board meeting to be set by the Board during each regular meeting.

Section 3: Order of Business

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

- a. Call to order
- b. Treasurer's Report (action)
- c. Secretary's Report (action)
- d. Business (action / possible action)
- e. Director Report (informational)
- f. Update from village board and school representative (informational)
- g. Additional comments from Library Board and Public not in the agenda (Informational)
- h. Set next meeting date (action)
- i. Adjourn (action)

Section 4: Agendas and Notices

Meeting agendas and notices shall indicate the time, date, and place of the meeting, and indicate all subject matters intended for consideration at the meeting.

Section 5: Special Meetings

Special meetings may be called at the direction of the President and shall be called at the written request of three (3) Board members for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given.

Section 6: Quorum

A quorum for the transaction of business at any meeting shall consist of three (3) members of the Board present in person.

Section 7: Parliamentary Authority

The rules contained in Robert's Rules of Order latest revised edition shall govern the parliamentary procedure of the meetings.

Article V: Committees

Section 1: Standing Committees

Committees (examples are Personnel, Budget, Building, Policy, Executive) shall be appointed by the Board President and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2: Nominating Committee

See Article III, Section 2.

Section 3: Ad Hoc Committees

Ad hoc committees for the study of special problems will be appointed by the Board President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4: Progress Reports

Committees shall make regular reports to the library Board at each meeting.

Section 5: Powers

No committee will have other than advisory powers.

Article VI: Duties of the Board of Trustees

Section 1: The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of the director.

Section 2: The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 3: The Board shall review existing and create new library policies along with the library director at an at needs basis.

Section 4: The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 5: The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 6: The Board shall approve and submit the required annual report to the Division for Libraries and Technology.

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 appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation. (Ch 43.58) 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 Blanchardville 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 meeting of the Board by majority vote of all members of the Board.

Section 4: These bylaws shall be reviewed by the library board every two years.