

# **TOMAHAWK PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS**

## **Article I Identification**

This organization is the Board of Trustees of the Tomahawk Public Library, located in Tomahawk, Wisconsin, established by the Wisconsin municipality of Tomahawk, 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 Board of Trustees**

**Section 1. Number and qualifications.** The governing body of the library is composed of seven (7) members appointed by the mayor with the approval of the City of Tomahawk common council. These members will represent a diversity of interests, a balance of age, race, sex and socioeconomic levels and a variety of occupational and personal backgrounds. Also under terms of 43.60 (3): “whenever the annual sum appropriated by the ...county under sub (2) equals or exceeds one-third of the annual sum appropriated to the public library by any municipality in which the public library is located, the county chairperson,....with the approval of the governing body thereof, may appoint from the residents of the municipality or county, ...2 additional members, for a term of 3 years from May 1 next succeeding such appointment, and thereafter for terms of 3 years..”

**Section 2. Term of office.** The term of office of Trustees shall be three years. The library board may recommend to the appointing official that

a Trustee may be appointed for additional terms. The Superintendent of Schools or his/her designee, by law, is a continuous member of the Board. The Lincoln County Board representative is also a continuous member of the Library Board.

**Section 3. Disqualifications and Vacancies.** Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Secretary of the board of Trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and by direction of the Board of Trustees, suggest to the appointing official three to five names of persons who may qualify to fill the position. When, without reasonable cause, any Trustee fails to attend three consecutive meetings of the Board of Trustees, the President shall notify the appointing authority, request the disqualification of the Trustee, and suggest three to five persons qualified to fill the position.

### **Article III Officers**

Note: Section 43.54 (2) Wisconsin State Statutes: "As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter within 60 days after the beginning of terms, the members of the library board shall organize by the election, from among their number, 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 library board. The elected City-Clerk/Treasurer shall also serve as the ex-officio Treasurer of the library board. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the library board after the vacancy occurs.

**Section 2.** 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 3.** The President shall preside at all meetings of the library board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the library board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust endowments funds, 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 in 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 of the meetings of the board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office. The Library Director or a member of the library staff may be designated to perform any or all of the above duties.

**Section 6.** The Treasurer shall be the disbursing officer of the City of Tomahawk, who shall co-sign all checks drawn on trust or endowment funds, sign all vouchers for disbursements from the library funds, and

perform such duties as authorized by the library board. The disbursement of library funds shall be approved the library finance committee, as authorized by the library board.

## **Article IV Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the dates and hour to be set by the Library Board at its annual meeting or at a regular monthly meeting should it be necessary for an adjustment to the date or time.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of the election of the officers and committee appointments, shall be held at the first regular library board meeting following the Common Council's organizational meeting.

**Section 3. Agendas And Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meetings and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

**Section 5. Special Meetings.** Special meetings may be called by the Secretary at the direction of the President, or at the request of the three (3) library board members, for the transaction of business as stated in the call for the meeting. Wisconsin State Statutes Section 19.84 (6).

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of one more than half of the members of the Library Board, present in person, electronic meeting, or phone meeting.

**Section 7. Open Meetings Law Compliance.** All library board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin State Statutes Sections 19.81 to 19.98).

**Section 8. Parliamentary Authority.** Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this library board.

## **Article V Committees**

**Section 1. Standing Committees.** The following committees shall be appointed by the President: Finance – consisting of three (3) members, Personnel – consisting of three (3) members, and Building and Grounds – consisting of two (2) members.

**Section 2. Ad Hoc Committees.** Ad Hoc committees for the study of special issues will be appointed by the President, with the approval of the Library Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include library staff representatives, as well as outside experts.

**Section 3.** All committees shall make a progress report to the Library Board at each of its meetings.

**Section 4.** No committee will have other than advisory powers unless, by suitable action of the Library Board, it is granted special power to act.

## **Article VI**

### **Duties of the Board of Trustees.**

**Section 1.** Legal responsibility for the operation of the Tomahawk 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 regulation 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.** Advise in the preparation of the budget, 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 approve all library expenditures.

**Section 5.** Through the Library Director, supervise and maintain buildings and grounds.

**Section 6.** Study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** Cooperate with other public officials and boards to maintain public relations.

**Section 8.** The board shall approve and submit the required annual report to the Wisconsin Department of Public Instruction (DPI - Division for Libraries, Technology and Community Learning), to the Wisconsin Valley Library System (WVLS), and to the Tomahawk City Clerk.

## **Article VII**

### **Library Director**

The library director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the library board. The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction 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 may be excused from closed sessions) and shall have no vote. The director may designate another staff member to attend in the event of the Director's absence.

## **Article VIII**

### **Mileage and Expenses**

Library Board members will be reimbursed for actual mileage to attend authorized board functions that occur outside the City of Tomahawk. Meals and lodging costs when authorized will be reimbursed. Receipts will be required for reimbursement.

## **Article IX**

### **Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Tomahawk Public Library in which they have a direct or indirect financial interest.

**Section 2.** A board member shall withdraw from the 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 having a financial interest.

**Section 2.** A board member may not receive anything of value that could reasonably be expected to influence the Board member's vote, action, or judgment.

## **Article IX**

### **General**

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

**Section 2.** Any rule or resolution of the library 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 library board shall be present and two-thirds of those present shall so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the library board by majority vote of all members of the library board provided written notice of the proposed amendment shall have been mailed or emailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.



These bylaws will be in force upon adoption by the Library Board of Trustees of the Tomahawk Public Library on the twenty-sixth day of February, 1990.

Revised and adopted May 16, 1994.

Revised and adopted May 16, 2011.

Revised and adopted April 15, 2024.