

Shell Lake Public Library

By-Laws

Article I: Library Board

Purpose: To work to constantly improve the Shell Lake Public Library and to further extend its services to the community.

Section 1. This organization shall be called “The Board of Trustees of the Shell Lake Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Section 2. Members shall be residents of the municipality and surrounding area and be appointed by the Mayor. One member may be a member of the City Council. The school administrator, also, shall appoint one member and the County Board chairperson may appoint one member, leaving the mayor to name five other members at large.

Section 3. The Library Board may, and is encouraged to, suggest to the Mayor possible nominees to the Library Board when vacancies are to exist.

Section 4. The board shall recommend to the appointing official that a trustee serve no more than two full consecutive terms, that a former board member may be reappointed after a lapse of one year and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term.

Article II: Officers

Section 1. The officers shall be a president, vice-president, secretary and treasurer elected from among the appointed board members at the May meeting of each year.

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 board, authorize calls for any 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 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 all duties and functions of the president.

Section 5. 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.

Section 6. The city clerk shall be the disbursing officer of the board and mail out checks.

Article III. Meetings

Section 1. Regular meetings shall be held the third Wednesday of each month unless otherwise determined by the board at its previous meeting.

Section 2. The May meeting shall be held for the purpose of election of officers, the October meeting to begin formulation of a budget for the approaching year, the February meeting to formulate the annual report.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in sequence shown so far as circumstances will permit:

- a. Roll call of members
- b. Disposition of minutes of previous regular meeting and any intervening special meeting
- c. Progress and service report of director
- d. Committee reports
- e. Communications
- f. Unfinished business
- g. New Business
- h. Public presentation to, or discussion with, the board
- i. Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of five members of the board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 7. The date of each regular meeting shall be posted in the city hall.

Article IV. Library Director and Staff

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have power other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

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. The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be talked about only at a meeting at which the majority of the members of the board shall be present and the majority of those present shall so approve.

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8.10.99

6.13.01