

Adopted 06/16/2010  
Amended 07/26/2017  
Amended 04/24/2024  
Amended 05/22/2024

The Cedarburg Public Library is a municipal institution of the City of Cedarburg, organized pursuant to Section 43.52 of the Wisconsin Statutes, administered by a Library Board and exercising the powers and assuming the duties granted to it under said statute and applicable City of Cedarburg ordinances.

## **BYLAWS**

### **Article 1. Membership**

The library shall be administered by a Library Board composed of seven (7) members appointed by the City of Cedarburg Mayor, with the approval of the City of Cedarburg Common Council. The appointing authority shall appoint as two (2) of the members enumerated above (1) school administrator or their representative to represent the public school district or districts in which the library is located; (2) a serving member of the City of Cedarburg Common Council.

### **Article 2. Officers**

Section 1. The officers of the Library Board shall be President, Vice-president, 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 principal duties of the president shall be to preside at all meetings of the members and to have usual powers to perform such other duties as may be designated by the board. The president may be an ex-officio member of all committees. The vice-president shall discharge the duties of the president in the event of absence or disability and in addition, any other duties as designated by the Library Board. The secretary shall record minutes of the meetings, and shall promptly submit to the City of Cedarburg City Clerk a copy of the minutes of each meeting.

### Article 3. Meetings

Section 1. The library Board shall meet on the 4th Wednesday of each month at the time designated by the president and approved by the members. Meetings are to be held at a public meeting place as designated by the President and approved by the members of the board. Remote attendance is permitted. When a meeting is held in-person, the Board President may allow one or more members of the Board, or any city employee, officer, consultant, contractor, or any other person to appear at the meeting, as defined in Wis. Stats. § 19.82, by telephone, video conference, or other remote method of participation.

Section 2. Special meetings may be called by the president, or upon the written request of two members, for the transaction of business as stated in the call. Written notice stating time and place of any special meeting and the purpose for which called shall be given each member of the Board at least two days in advance of such meetings and shall be duly announced in accordance with the open meeting laws.

Section 3. A quorum for transaction of business shall consist of a majority of the Board.

Section 4. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 5. The order of business will be:

- Call to order
- Roll call
- Citizens and guests to be heard
- Approval of minutes
- Approval of bills
- Director's report
- School Representative Report
- Committee reports
- Unfinished business
- New business
- Any other business as authorized by law
- Adjournment

Section 6. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board. All official work of the Board shall be accomplished at a formal Board meeting.

#### Article 4. Committees

Section 1. Standing Committees, if any, shall be appointed by the President, with the approval of the Board, shall make recommendations to the Board as pertinent to Board meeting agenda items. No standing committee shall have a quorum of Board members.

Section 2. Special committees for the investigation and study of special problems or to address certain tasks may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. No special committee shall have a quorum of Board members.

Section 3. All Committees are limited to advisory roles and their recommendations will be discussed for approval by the full Board.

#### Article 5. Library Director

Section 1. Shall have sole charge of the administration of the library under the direction and review of the board.

Section 2. Is responsible for the care of the material and equipment within the library as well as the management and maintenance of the facility and grounds, in accordance with the City of Cedarburg and vendors as necessary, with approval of the Board.

Section 3. Is responsible for the employment and direction of all library personnel.

Section 4. Should provide efficient library services to the public.

Section 5. Is responsible for the operation of the library under the financial conditions set forth in the annual budget.

Section 6. Shall attend all board meetings, except those at which his/her appointment, performance or salary is to be discussed or decided.

Section 7. Shall submit a copy of financial report stating current expenditures and budget balance to Board Members prior to monthly meeting, with a copy to be sent to City of Cedarburg City Clerk upon approval of Library Board.

Section 8. Shall return completed annual report annually to the Department of Public Instruction, Madison, Wisconsin.

Section 9. Shall provide for representation to Monarch Library System, the local library system meetings.

Section 10. Shall carry out the policies of the Cedarburg Public Library as adopted by the board.

Section 11. Shall select or approve all orders of books, other library materials and supplies.

Section 12. Shall maintain a record of all pertinent board materials including budgets and minutes.

Section 13. Shall have the authority to pay the amount due for monthly bills without Board approval in the event that a scheduled Board meeting is cancelled.

#### Article 6. Duties and Responsibilities of the Board

Section 1. To determine and adopt written policies to govern the operation and program of the Cedarburg Public Library.

Section 2. To obtain from the City of Cedarburg suitable facilities with necessary arrangements for maintenance.

Section 3. To select and appoint a Library Director to fulfill the responsibilities stated in Article #5 of these Bylaws.

Section 4. To prepare and present to the City of Cedarburg Common Council, at their request, a budget covering the estimated operating cost of the Cedarburg Public Library during the next fiscal year.

Section 5. To accept any donations or bequests made to the Cedarburg Public Library. Any money donated to the library may be used to purchase equipment or library materials, or may be turned over to the City of Cedarburg to be deposited in a special fund for library purposes.

Section 6. To approve all bills for library materials ordered by the Library Director and submitted to the City of Cedarburg City Treasurer.

Section 7. Power of Board over monies Section 43.58 (1) of the Wisconsin Statutes states "The library Board should have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized."

Section 8. Section 43.58 (1) of the Wisconsin Statutes states "The Library Board also shall have exclusive charge, control, and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes."

Section 9. All Board Members shall be responsible for acting within the guidelines set forth in the Wisconsin Library Trustee Reference Manual.

Section 10. The Library Board subscribes to the principles set forth in the American Library Association's Library Bill of Rights.

Section 11. Any Board Member with three (3) unexcused absences within a calendar year shall be considered to show insufficient interest to be a board member and be asked to resign.

Article 7. Amendments

These by-laws may be amended at any regular meeting of the Board, or at any special meeting, provided the proposed amendment was stated in the call for the meeting.