

# OREGON PUBLIC LIBRARY BOARD BYLAWS

## Article I Identification

This organization is the board of trustees of the Oregon Public Library, located in Oregon, Wisconsin, established by the Village of Oregon according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the responsibilities granted to it under said statute.

## Article II Board of Trustees

**Section 1. Composition.** Under the provisions of Wis. Stat § 43.54(1)(a), the library board shall be composed of 7 members. Members shall be residents of the village, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the village president with the approval of the village board. Up to 5 additional members may be appointed under Wis. Stat. § 43.60(3). Each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. The village president, subject to confirmation of the village board, shall appoint as one of the members the Oregon School District Superintendent, or its representative, to represent the Oregon School District. Not more than one member of the village board shall at any one time be a member of the library board.

**Section 2: Meeting Attendance.** Members shall be expected to attend all meetings, except as they are prevented by a valid reason.

**Section 3. Disqualifications & Vacancies.** Any member who moves out of the political subdivision that member represents shall be responsible for notifying both the president of the library board and the president of the village board. Upon receipt of such notification, the position shall be declared vacant. The library board president may, by direction of the board, suggest to the appointing official three to five names of persons who may qualify to fill the position. When any trustee fails to attend three consecutive meetings of the board, the president may notify the appointing authority, request the disqualification of the trustee, and suggest a qualified person(s) to fill the position.

## Article III Officers

**Section 1.** The officers shall be a president, vice president (shall be the board member with the most seniority unless that person is president), a secretary, and a treasurer elected from among the appointed trustees at the annual meeting of the board. No member shall hold more than one office at a time. Vacancies in office shall be filled by a vote at the next regular meeting of the board after the vacancy occurs.

**Section 2.** A nominating committee shall be appointed by the president three months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section 3.** Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Board members may hold the same office a maximum of three consecutive one year terms; the vice-president is excluded from this limit when that individual is the longest serving board member per Article 3, Section 1.

**Section 4.** 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, may serve as an ex-officio voting member of any or all committees, co-sign all checks drawn on trust or endowment funds, and generally perform all duties and functions of the president.

**Section 5.** In the event of the absence or disability of the president, or a vacancy in that office, the vice president shall assume and perform the duties and functions of the president.

**Section 6.** The secretary shall keep a true and accurate record of all 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, a member of the staff, or an outside agency may be designated to assist the secretary in performance of all of the above duties.

**Section 7.** The treasurer shall be the disbursing officer of the board, co-sign all checks drawn on trust or endowment funds, sign the statement summarizing all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. In the absence or inability of the treasurer, the duties shall be performed by such other member of board as the board may designate.

## **Article IV Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held monthly, the date and hour to be set by the board in advance and published in accordance with the open meetings law and regulations.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

**Section 3. 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 4. Order of Business.** The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order by the presiding officer
- b) Roll call of membership
- c) Adoption /amendment of agenda
- d) Public appearances, comments, and communications
- e) Approval of the minutes of the preceding meeting if correct, and correction of mistakes, if any.
- f) Consideration of library bills for payment
- g) Financial report(s)
- h) Library director's report
- i) Committee reports
- j) Communications

- k) Unfinished business
- l) New business
- m) Adjournment

**Section 5. 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. Current Board minutes shall be posted on the Village of Oregon website after they are approved.

**Section 6. Special Meetings.** Special meetings may be called by the library director or secretary at the direction of the president, or at the written request of two (2) or more 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 and in no case may less than two hours notice be given.

**Section 7. Quorum.** A quorum for the transaction of business at any meeting shall consist of a majority of the currently membership of the board present in person or in attendance at a virtual meeting.

**Section 8. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wis. Stat §§ 19.81-19.98).

**Section 9: Virtual Attendance.** Meetings may be held entirely or in part using a videoconference platform provided the meeting is held in compliance with Wisconsin's open meetings laws (Wis. Stat §§ 19.81-19.98). Any or all members of the board or any of its committees may participate in any meeting virtually, when available, and/or may attend an in-person meeting by telephone provided the meeting is reasonably accessible to the public and public notice is given.

**Section 10. 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 board.

## **Article V Committees**

**Section 1. Executive Committee.** This committee shall consist of the officers, have the authority to meet and transact emergency business, and report action to the board for ratification.

**Section 2. Standing Committees.** The following committees: Personnel, shall be appointed by the president and shall make recommendations to the board as pertinent to board meeting agenda items.

**Section 3. Nominating Committee.** See Article III, Section 2.

**Section 3. Ad Hoc Committees.** Ad Hoc committees for the study of special matters will be appointed by the president, with the approval of the board, to serve until the final work for which they were appointed has been completed. Committees may also include public representatives and staff representatives as non-voting members.

**Section 4. Committee Reports.** All committees shall make a progress report to the library board at each of its meetings.

**Section 5. Advisory Powers.** No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

## **Article VI Duties of the Board of Trustees**

**Section 1.** Legal responsibility for the operation of the Oregon Public Library is vested in the board of trustees. Subject to state and federal law, the board has the power and duty to determine rules and regulations 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:** The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

**Section 4:** The Library Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5:** Through the library director, the board shall supervise and maintain library buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6:** The board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** The board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report, as required.

## **Article VII Library Director**

The library director shall be appointed by the library board of trustees and shall be responsible to the library 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 act as technical advisor to the board. The director shall be invited to 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 Oregon 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 their 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 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 board by majority vote of all members of the board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

## **Article X Mileage and Expenses**

Board members will be reimbursed for actual expenses to attend professional meetings as approved by the board.

These bylaws will be in force upon adoption by the board of trustees of the Oregon Public Library on the Twenty Third day of May, 1996.

Amended December 12, 2007  
Amended November 11, 2009  
Amended January 12, 2011  
Amended May 8, 2013  
Amended April 8, 2015  
Amended October 10, 2018  
Amended May 11, 2022  
Amended June 11, 2025