

# OREGON PUBLIC LIBRARY BOARD BYLAWS

## Article I Identification

The name of this organization is the Oregon Public Library, located in Oregon, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated 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 as appointed by the Village Board President and confirmed by the Village Board, representing the citizens of the Village of Oregon and the Oregon School District. The Village Board President shall appoint one (1) school administrator, or his/her representative, to represent the Public School District, and one (1) member of the Village Board. The five (5) remaining members are at large. Two of the seven Village-appointed members may reside outside the Village of Oregon. As long as the Village of Oregon and Dane County have a funding agreement regarding the Oregon Public Library, the Dane County Executive may appoint a county representative as an additional, eighth member of the Library Board. The county representative may reside outside the Village of Oregon. The Village Board may choose to appoint a non-voting student member.

**Section 2. Term of Office.** The term of office of trustees shall be three years.

**Section 3. Disqualifications, Vacancies.** Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the 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. An officer may succeed him/herself. 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.

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

- a) call to order
- b) roll call of members, introduction of visitors
- c) adoption/amendment of agenda
- d) citizen appearance/public comment/scheduled guests
- e) disposition of minutes of previous regular meeting and any intervening special or closed meeting
- f) financial report
- g) action on bills
- h) library director's report
- i) committee reports
- j) communications
- k) unfinished business
- l) new business
- m) adjournment

**Section 4.** 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.

**Section 5.** A quorum for the transaction of business at any meeting shall consist of a majority of the currently serving members of the board present in person.

**Section 6. Parliamentary Authority.** Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings.

## **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 shall be appointed by the president and have responsibilities as noted: Personnel

**Section 3. Ad Hoc Committees.** Ad Hoc committees for the study of special problems 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 staff representatives.

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

**Section 5.** 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.** Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

**Section 2.** Select and appoint a competent library director.

**Section 3.** Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** Through the library director, supervise and maintain 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 5.** Study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 6.** Cooperate with other public officials and boards and maintain vital public relations.

**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 board. The director shall be responsible for the care of the buildings 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 shall have no vote.

**Article VIII  
Mileage and Expenses**

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

**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.

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