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Title: Bylaws for the Marathon County Public Library Board of Trustees  
Effective Date: 6-14-97  
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**BYLAWS FOR THE MARATHON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Effective date: 6/23/97; 1/28/02; 12/20/04; 1/16/06**

**ARTICLE I**  
**IDENTIFICATION**

The name of this organization is the Marathon County Public Library, 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**  
**MEMBERSHIP**

**Section 1. Number and Qualifications.** The governing body of the Library is composed of seven (7) members as appointed by the County Administrator with the approval of the County Board of Supervisors. The Library Board membership shall include one school district administrator of a school district located in whole or in part in the County, and two county board supervisors.

**Section 2. Term of Office.** The term of office 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 President of the Board. 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, 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 unexcused consecutive meetings of the Board, 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**

**Section 1. Officers.** The officers of the Library Board shall be president and vice-president.

**Section 2. Nominating Committee.** A nominating committee shall be appointed by the President two 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. Election.** Officers shall be elected by a recorded vote at the annual meeting.

**Section 4. Term.** The officers shall be elected for two years commencing on the date of their election. No member of the Library Board shall serve more than two consecutive terms in the same office. Vacancies in office shall be filled by a voice vote or by ballot at the next regular meeting of the Library Board.

**Section 5. President.** The President shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, authorize payment of bills, decide all points of order, create (with assistance of Library staff personnel) and approve all Board meeting agendas, and generally perform all duties associated with that office.

**Section 6. Vice-President.** The Vice-President shall preside in the absence of the President.

#### **ARTICLE IV MEETINGS**

**Section 1. Regular meetings.** The Library Board shall meet monthly, typically but not necessarily, on the third Monday at 12:00 noon at the Headquarters Library. Regular meetings may be held at other locations, including branch libraries, at a time and location identified and communicated in advance by the President. For any month in which the Library Board does not meet because of the lack of a quorum or by official action of the Board, the payment of bills will formally be approved at the next meeting of the Library Board.

**Section 2. Annual meeting.** The annual meeting shall be held at the time of the regular meeting in January of each year.

**Section 3. Special meeting.** Special meetings may be called by the President, or upon the request of three members, for the transaction of business as stated in the call for the meeting. Notice stating time and place of any special meeting and purpose for which called shall be given each member of the Board and to the press and public at least two days in advance of such meeting, unless such notice is waived by the members.

**Section 4. Meeting attendance.** It is highly recommended that board members attend all meetings. If unable to attend a meeting, the library board members should notify the Library Director or Board President prior to the date of the meeting. When a member of the Library Board has been absent without notice from three consecutive meetings within a year, the President shall notify the County Administrator of such absences, suggesting that consideration be given to replacement on the Board of Trustees.

**Section 5. Quorum.** A majority of the members of the Library Board shall constitute a quorum.

**Section 6. Agenda.** The Board President, with assistance from Library staff personnel, shall create the agenda. The Board President will be responsible for final approval of all Board agendas. At the direction of the Board President, the Library Director shall prepare the following items for mailing (via e-mail or regular mail) to each member prior to the monthly meeting:

- Agenda
- Copy of minutes of previous meeting
- Bills and Services Reports
- Administrative Reports
- Directors Report
- Such materials as may assist the Library Board in the performance of their duties and business.

**Section 7. Parliamentary authority.** Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the meetings.

## **ARTICLE V COMMITTEES**

**Section 1. Special Committees.** The President may appoint committees to serve until the next annual meeting, or until the duties with which they have been charged are completed. Committees will be comprised of three members. President is ex-officio.

## **ARTICLE VI DUTIES OF THE BOARD OF TRUSTEES**

**Section 1.** Provide leadership for the organization by establishing governance policies for the Library, develop and maintain an effective long-term strategic plan and prioritization of programs, monitor progress toward those strategic planning objectives, and adjust plans as circumstances and resources dictate.

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

**Section 3.** Establish fiscal policies, advise in the preparation and approve the annual budget, and ensure that adequate funding is available to finance the approved budget. The Board has responsibility for development of budget guidelines and parameters but shall not be involved in operational issues related to budget administration.

**Section 4.** Study and support legislation that will bring about the greatest good to the greatest number of library users within the available resources.

**Section 5.** Cooperate with other public officials and boards to maintain vital public relations and open lines of communication.

**ARTICLE VII  
LIBRARY DIRECTOR**

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Library Board. The Library Director is 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 overall operation of the Library under the financial conditions set forth in the annual budget.

**ARTICLE VIII  
MILEAGE AND EXPENSES**

Board members may be reimbursed for actual mileage and per diem expenses incurred to attend all MCPL library board meetings and other board-approved events at the current rate established by Marathon County.

**ARTICLE IX  
GENERAL**

**Section 1.** An affirmative vote of the majority of members of the Board present at the time shall be necessary to approve any action by the Board. The President shall 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 conjunction 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 to two-thirds of those present shall approve.

**Section 3.** The bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.