



405 E. Huron St., Omro, WI 54963 (920) 685-7016 www.omrolibrary.org

Carter Memorial Library Board Bylaws

Article I, Identification

This organization is the Board of Trustees of the Carter Memorial Library, located in Omro, Wisconsin, established by the Wisconsin municipality of Omro, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II, Membership

Number. The governing body of the library is composed of members appointed by the mayor and confirmed by the city council; and meeting membership qualifications determined by law under Wisconsin Statutes, Chapter 43.

Terms of Office. Appointments and terms of office are three years as provided by the relevant subsections of Wisconsin Statutes Chapter 43

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

Article III, Officers

Officers. The officers shall be a president, a vice 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 vote at the next regular meeting of the Board after the vacancy occurs.

Officer Terms. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

President. The president shall preside at meetings of the Board, authorize calls for 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 the office of president.

Vice President. 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 the duties and functions of the president.



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Secretary. The secretary shall keep true and accurate minutes 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 the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of these duties.

Treasurer. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office.

Article IV, Meetings

Regular Meetings. The regular meetings shall be held each month with the exception of July and December, the date and hour to be set by the board at its annual meeting.

Annual Meeting. The annual meeting, for the purpose of the election of officers, shall be held during the regular meeting in May of each year.

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.

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.

Special Meetings. Special meetings may be called at the direction of the president and shall be called at the request of two members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48-hour notice shall be given.

Quorum. A quorum for the transaction of business at any meeting shall consist of a minimum of three members of the Board.

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).

Parliamentary Authority. The rules contained in *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.



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Article V, Committees

Ad Hoc Committees. Ad hoc committees for the study of special problems shall 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.

Committee Scope. No committee shall have other than advisory powers.

Article VI, Duties of the Board of Trustees

Library Rules. Legal responsibility for the operation of the Carter Memorial 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.

Library Director. The Board shall select, appoint, and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Budget. Advise in the preparation of the budget, approve it, and be prepared to support its funding.

Donations. The Board shall have control of the expenditure of all monies donated or appropriated for the library fund and shall audit and approve all library expenditures.

Buildings and Grounds. The Board shall 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. Purchases of goods and services over \$3000 will require two documented quotes or board approval. Best judgment using logical considerations such as cost, timeliness, and experience will be used to make the best decision in the selection of the product and/or vendor. The Library Board President will be notified of any situation that may constitute an emergency.

Legislation. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Public Relations. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Annual Report. The Board shall approve and submit the required annual report to the Department of Public Instruction.



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Article VII, Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the 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 Carter Memorial 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 his or her 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. Amendments

These bylaws may be amended at any monthly meeting when approved by $\frac{3}{4}$ vote of the members present, provided the proposed amendment is read at the two previous regular monthly meetings.

Section 3. Ratification

These bylaws shall be in effect when approved by $\frac{3}{4}$ of the members present at a regular monthly meeting; provided they are read at the two previous regular monthly meetings. Upon ratification, this constitution shall supersede any and all previous bylaws.



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Revised by the Board of Trustees of the Carter Memorial Library on the 19th day of August 2024.

Revised by the Board of Trustees of the Carter Memorial Library on the 15th day of July 2019.

Adopted by the Board of Trustees of the Carter Memorial Library on the 18th day of June 2018.