

Library Bylaws 12/2012 revision

Article I

Name:

This organization shall be called “The Board of Trustees of the Lomira QuadGraphics Community Library,” existing by virtue of the provisions of Section 43.58 of the Wisconsin statutes, exercising the power and authority and assuming the responsibilities delegated to it under said statute.

Article II

Members:

This board consists of six members—the school district of Lomira administrator or his/her representative; one liaison member of the Lomira village board; three residents of the village of Lomira appointed by the village president; and one resident of the town of Lomira appointed by the town chairperson. By Lomira village board vote 10/92, the town of Lomira member has full authority and responsibility of trusteeship. Failure of a board member to attend three (3) consecutive board meetings without a previous legitimate excuse will be cause for a resignation request.

Article III

Officers:

1. The officers shall be a president, secretary, and financial secretary, elected at the annual meeting of the board.
2. Officers shall serve a term of one year and may be re-elected.
3. The president will call and preside at meetings of the board, appoint committees, execute duties authorized by the board, and serve as ex-officio voting member of all committees. If the president is absent at a board meeting, the trustees present will appoint a voting member to preside at that meeting. The secretary will keep an accurate record of board meetings, issue notice of meetings, and perform the duties associated with the office. The financial secretary will deposit gift and grant monies in the Lomira Public Library bank account as requested by the president, followed with board approval. The financial secretary is responsible for payment for library acquisitions selected by the director.

Article IV

Meetings:

1. This board will meet every month. Four members present will constitute a quorum for the transaction of business. All meetings will be governed by Robert's Rules of Order. The annual meeting, for the purpose of election of officers, will be held in January. The budget will be prepared by September, for presentation to the village board in October.
2. The minutes from each meeting will be prepared by the secretary. A copy will be made publicly available once approved. A copy of the agenda for the upcoming meeting will be available to board of trustee members prior to the meeting.
3. Special meetings may be called by the president, director, or at the request of two members for the transaction of business. Trustees will be notified at least three days prior to such a meeting.

Article V

Director and assistants:

This board shall appoint a qualified director who will administer the library on behalf of the board, and under its review and direction. The director will recommend the appointment of, and specify duties of other employees and is held responsible for direction and supervision of staff. Note: Detailed duties of director and assistants are in appended job description dated 9/93, which amends former description adopted in 1976.

Article VI

General:

These by-laws may be amended by a majority vote of all board of trustees members, providing written notice of proposed amendment be presented to members ten days prior to meeting at which vote will be taken.