

BY- LAWS OF THE BROWN COUNTY LIBRARY BOARD

PREAMBLE

Brown County Library Board, Green Bay, Wisconsin, exists by virtue of the provisions of Chapter 43.57 of the Wisconsin Statutes, and exercises the powers and authority, and assumes the responsibilities delegated to it under said statute.

ARTICLE I. Membership

Section A. Number and qualifications.

The governing body of the library (Library Board) is composed of seven to nine members as appointed by the county executive and confirmed by the county board. One member is to be a school representative, and one to be a member of the county board. Members may be excused from meetings for good reason. Unexcused absences of prolonged duration may be cause for replacement. The library board may take action to request the county executive to do this.

Section B. Term of Office.

Effective February 1, 1991, the term of office of trustees shall be three years. The members shall be divided as nearly as practicable into 3 equal groups with staggered terms. The term begins on January 1 of each year. If a trustee is appointed to serve an unexpired term of office exceeding 18 months, it shall be considered a full term. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

County Board Supervisors will be appointed to this specific seat as supervisors are elected, reelected, or not. If a county board supervisor does not win reelection, they forfeit their seat on the library board, and another county board supervisor will be appointed to the seat for the remainder of the three-year term. The Brown County Library Board may give preference to an appointment of a County Board Supervisor to serve co-terminus on the Education and Recreation Committee and the Library Board (Brown County Code 3.09 (2))

ARTICLE II. Officers

Section A. Officers.

The officers shall be a President, Vice-President, Personnel Officer/Secretary, and Facilities Officer/Treasurer, elected by the membership of the board at the regular meeting in January of each year.

Section B. Officers' Terms.

President will not serve more than three consecutive years in office.

Section C. Nominating Committee.

The current President will call for nominations for all officer positions at the first meeting of every year. The nominations will be approved at that meeting, and the Library Board will vote on each nomination. Majority vote will decide who holds each office. No member shall hold more than one office at a time.

ARTICLE III. Meetings

Section A.

Regular meetings shall be held on the third Thursday of each month at 5:15 p.m. at the Brown County Central Library unless otherwise decided by the board president for any given meeting.

Section B.

Special meetings may be called by the President or upon written requests of two members of the Board provided such requests shall state the object for which the meeting is to be called, and all board members are notified at least 24 hours in advance of the meeting. The meeting must be legally noticed to the public at least 24 hours in advance, unless it is an emergency, when at least two hours' notice is required.

Section C.

Per the requirements of Wisconsin Statutes Section 43.57(5)(c) a majority of the board shall constitute a quorum for the transaction of business and a quorum of those in attendance constitutes the standard for decision-making. Any number less than a quorum may adjourn to a stated time.

Section D.

Board members who are not present in person shall have the right to fully participate through electronic communication, including video conferencing, teleconferencing, or other similar means. Such meetings shall be considered valid and binding, provided that all directors can hear and communicate with each other simultaneously. Remote participants will ensure their space safeguards privacy and confidentiality.

**ARTICLE IV.
Duties of Officers**

Section A.

The president shall preside at all meetings of the board, shall appoint the committees, shall be an ex-officio member of all committees, shall be responsible for the agenda of meetings, and shall fill any office vacancies which might occur during the year, with the approval of the full library board, the appointment to last for the balance of the year until the next annual election.

Section B.

The vice-president shall preside in the absence or disability of the president, discharge the duties of the president when the president is absent or disabled, and complete any unfinished presidential term of office.

Section C.

The personnel officer/secretary shall lead the library executive director's annual review process. The personnel officer/secretary shall also be the lead person on the board to address other personnel matters such as any grievance procedures that elevate to the library board level or other human resource matters. Provided a personnel committee of the board is called by the president, the personnel officer/secretary will chair that subcommittee. In the absence or disability of the president and vice-president, the personnel Secretary will run the Library Board meeting.

Section D.

The facilities officer/treasurer shall lead library board involvement in facilities matters such as land or building search and acquisition; architectural, engineering, or construction RFP scoring; and setting repair and replacement budgetary figures. Provided a facilities Committee of the board is called by the president, the facilities officer will chair that subcommittee. In the absence or disability of the president, vice-president, and personnel officer/secretary, the facilities officer/treasurer will run the library board meeting.

**ARTICLE V.
Standing Committees**

Section A.

At the first meeting following the January meeting the president shall appoint a Personnel Committee to lead the Executive Director's annual review. This committee will meet as needed until the review is complete. If other personnel matters need to be addressed, a meeting of this committee may be called by the Committee Chair or the President. Decisions or actions taken by this committee are advisory to the full Library Board.

Section B.

At the first meeting following the January meeting the President shall appoint a Facilities Committee to conduct a review of the current and future facilities. This committee will help set the annual budget recommendation for facilities issues and monitor the progress of repairs, replacements, and new projects. This committee will meet at least twice per year. The Committee Chair or President may call additional meetings. Decisions or actions taken by this committee are advisory to the full Library Board.

Section C.

At the first meeting following the January meeting the President shall appoint a Finance Committee of a minimum of three, but no more than four, Library Board members to provide oversight and monitoring of the financial operations of the library. This committee will help with reporting and monitoring financial policies and procedures, budgeting and planning the library's annual operating budget and reviewing the annual audit. This committee will meet on an as-needed basis. The Library Executive Director will serve as the staff liaison and will facilitate communication with the County and Library finance staff. The Committee Chair or President may call additional meetings. Decisions or actions taken by this committee are advisory to the full Library Board.

**ARTICLE VI.
Duties of the Board of Trustees**

Section A.

Determine the policies of the library and work with the Executive Director to develop the highest possible degree of operating efficiency and effectiveness for the services the library provides to the public.

Section B.

Select and appoint a competent library Executive Director.

Section C.

Advise in the preparation of the budget, approve it, and ensure adequate funds are provided to finance the approved budget.

Section D.

Through the library's Executive Director, supervise and maintain buildings and grounds, as well as regularly review various physical space and building needs to see that they meet the requirements of the total library program.

Section E.

Study and support legislation that will bring about the greatest good to the greatest number of library users.

Section F.

Cooperate with other public officials and boards and maintain vital public relations.

**ARTICLE VII.
Library Director**

The library's Executive 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 annual review of the Board. The Executive Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency and effectiveness 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 Executive Director shall attend all board meetings but shall have no vote.

ARTICLE VIII.
Mileage and Expenses

Board members will be reimbursed for actual mileage at the current rate paid by Brown County for official library business outside of Brown County.

ARTICLE IX.
Parliamentary Authority

Robert's Rules of Order govern the proceedings of the Library Board of Trustees.

ARTICLE IX.
Amendments

These rules and regulations may be amended or repealed at any stated meeting of the board by a vote of a majority of all members of the board, notice of the proposed amendment or repeal having been given in writing at a previous meeting of the board.