

BY-LAWS
OF THE
ANTIGO PUBLIC LIBRARY
A JOINT CITY/COUNTY LIBRARY

Article I
Identification

The name of this organization is the Antigo Public Library, located in Antigo, 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.

The Antigo Public Library was reorganized from a municipal library to a joint city/county library effective May 1, 2007.

Article II
Board of Trustees

Section 1. Number and qualifications. The governing body of the library is composed of nine members: three (3) members shall be appointed by the Mayor of the City of Antigo, subject to confirmation by the City of Antigo Common Council; five (5) of its members shall be appointed by the Chair of the Langlade County Board of Supervisors, subject to confirmation by the Langlade County Board of Supervisors; one (1) member shall be the Superintendent of the Unified School District of Antigo or his/her designee. The Mayor of the City of Antigo, subject to confirmation by the City of Antigo Common Council, will appoint the school district member.

The joint library board shall not have more than one member of the City of Antigo Common Council and not more than one member of the Langlade County Board of Supervisors at any one time serving as a member of the library board.

The composition of the board shall be adjusted every ten (10) years, following the publication of the latest federal decennial census, to reflect the respective populations of the City and County.

Section 2. Term of Office. The terms of office for appointees shall be three (3) years, except for initial appointments from each government entity which shall be for terms of two (2), three (3) and four (4) years. The board shall recommend to the appointing official that a trustee serve no more than three full consecutive terms, and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months, it shall be considered a full term.

Section 3. Disqualifications, Vacancies. Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the secretary of the board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official and provide two to three names of persons who may qualify to fill the position. When any trustee fails to attend three consecutive meetings of the board without just cause or notification to the Library Director or president of the board, the president shall notify the appointing authority, request the disqualification of the trustee, and suggest two or three persons qualified to fill the position.

Article III Officers

Section 1. The officers shall be a president, a vice president, and a treasurer, elected from among the appointed trustees at the May meeting of the board. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president in February, 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 annual meeting at which they are elected and until their successors are duly elected.

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, serve as an ex-officio voting member of all committees, co-sign all voucher approval documents drawn on trust or endowment funds, and generally perform all duties associated with that office.

Section 5. 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.

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** is appointed as secretary of the Antigo Public Library. This is a permanent appointment and may change only on an amendment to the by-laws and approval by the board.

Section 7. The treasurer shall be the disbursing officer of the board and, with the President, shall co-sign all voucher approval documents for funds drawn on trust or endowment accounts. The treasurer shall also chair meetings of the Finance and Personnel Committee.

Article IV Meetings

Section 1. The regular meetings shall be held each month. Every effort will be made to hold regular meetings at an agreed-upon day of the month and time (e.g. fourth Tuesday of the month beginning at 5:15 p.m.); however, to assure a quorum, a regular meeting time may be adjusted.

Section 2. The annual meeting, for the purpose of electing officers, shall be held at the time of the regular meeting in May 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. Correspondence, Appearance, Public Comment
- c. Approval of Minutes
- d. President's Comments
- e. Committee Reports
 1. Action on bills
- f. Director's Report
- g. Unfinished business
- h. New business
- i. Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of three (3) 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 five (5) 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. Standing Committees. There shall be three (3) standing committees each consisting of three members of the Board of Trustees appointed by the President for a term of one year each. These committees shall be a **Policy Committee**, a **Personnel and Finance Committee**, and a **Building and Grounds Committee**.

The duties and responsibilities of these committees shall be as follows:

- **Policy Committee** shall establish a basic policy for the Library concerning the library's objectives, organization and administration, community relations and working conditions. The policy manual shall be studied by the committee and the director and any recommendations shall be reported at board meetings. The goal of this committee will be to review all the policies of the library each year, bringing recommended changes, deletions, and additions to regular meetings of the board for action.
- **Personnel and Finance Committee** shall appraise the needs of the library as to personnel, studying such things as the number of staff required, together with a definition of the responsibilities and qualifications for each position, and analysis of the salary schedule for necessary additions and revision.

Unlike the memberships of the other Standing Committees, the **Personnel and Finance Committee** will also have two appointed alternate members from the Board of Trustees, also appointed for a one-year term. Either of these alternates may attend meetings of the **Personnel and Finance Committee** and count toward a quorum when a regular committee member is absent.

Further, the **Personnel and Finance Committee** shall work with the director in the preparation of the annual budget which it shall present to the Board. This committee shall be responsible for taking any necessary action for passage of the budget by the City Council and the Langlade County Board of Supervisors.

Each month, this committee shall review the bills to be paid, asking questions of the director for clarification as needed. The committee will then recommend at the next regular board meeting that these reviewed bills be paid. Committee members are responsible for reviewing the monthly reports received from the library's fiscal agent.

In the absence of either the President or Treasurer, another member of the Personnel and Finance Committee may sign voucher approval documents for the payment of the library's bills.

In the absence of a quorum for a regular board meeting, and in cases where payments are required to avoid interest charges, any two board members who reviewed the bills or who were present during a board approval of specific invoices may sign a voucher authorization for payment of such. This approval will be forwarded to the City Clerk/Treasurer's Office for the issuing of payment. All such payments will be noted as paid and approved at the next regular meeting of the board.

During the year any financial problems shall be considered by the committee and the Director, and any action and/or recommendations will be reported at the next regular meeting of the library Board.

- The **Building and Grounds Committee** shall annually survey the library property and equipment, working with the library director and maintenance personnel, and

shall report to the board its recommendations concerning repairs, replacements, and additional property or equipment.

Its recommendations shall be considered in the preparation of the annual budget. This committee shall also report to the board the analysis of the adequacy of the present facilities, the use to which such facilities are put, and its long-range plans for buildings and equipment.

During the year, the Director shall consider with this committee any problems that arise concerning maintenance or replacement and the committee shall report its action and /or recommendations to the board at the next regular meeting.

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 report of the work for which they were appointed has been filed. Many of these committees may also include staff representatives. (Examples of ad hoc committees are Long-range Planning and Automation.)

Section 4. All committees shall have an opportunity to 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 held 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 pre-approved expenses and mileage incurred while attending conferences, workshops, seminars, and short courses related to library service and trusteeship. Board members who live outside the city limits are eligible for mileage reimbursement to attend regular board and committee meetings. All mileage reimbursement requests are subject to the fiscal agent's current mileage reimbursement policy.

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 a quorum 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 mailed to all members prior to the meeting at which such action is proposed to be taken.

These bylaws are in force upon adoption by the board of trustees of the Antigo Public Library on the 30th day of May, 2007. They have subsequently been last amended on the 25th day of December, 2017.