

Suring Area Public Library By-Laws

3/23/2021

Article I Identification

This organization is the Board of Trustees of the Suring Area Public Library, located in Suring, Wisconsin, established by the Wisconsin municipalities of Bagley, Brazeau, Breed, How, Maple Valley, Mountain and the Village of Suring, according to the provisions of Chapter 43 of the Wisconsin Statutes and exercising the powers and authority and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [*for municipal and joint libraries*]. The governing body of the library is composed of eleven members as appointed by the participating municipalities:

Town of Bagley – 1 Representative
Town of Brazeau – 3 Representatives
Town of Breed – 1 Representative
Town of How – 1 Representative
Town of Maple Valley – 1 Representative
Town of Mountain – 2 Representatives
Village of Suring – 1 Representative

One member must be a school district administrator or his/her designee. Members shall be appointed for three year terms, and shall be eligible for reappointment. The Board of Trustees shall be reimbursed actual mileage for special meetings, based on published state reimbursement rates, and submitted on official claim sheets within thirty days of attending a special meeting.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members shall contact the library director if they are unable to attend a meeting.

Section 3. Board of Trustees. The Board of Trustees shall conduct the general business of the library.

Article III Officers

Section 1. Officers of the Board of Trustees shall be President, Vice-president, Secretary and Treasurer, elected from among the appointed trustees at the January meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled at the next regular meeting of the Board after the vacancy occurs.

Section 2. In case of a vacancy on the Board of Trustees, the President shall contact the municipality whose position the vacancy represents, to request that a new appointment be made. If the vacancy is the person representing the school superintendent, the superintendent is responsible for recommending the replacement member. If the vacancy is that of an office holder, the Board of Trustees will fill the office by a nomination and vote at the next regular meeting.

Section 3. Members of the Board of Trustees shall be expected to attend all meetings unless they have been excused.

Section 4. When a vacancy on the board occurs during mid-term, the replacement Board member shall serve for the remainder of the term of the vacating board member. Full terms for a replacement Board member shall be counted from the scheduled end of the term of the vacating Board member.

Section 5. The fiscal year of the library shall coincide with the calendar year, beginning January 1st, and ending December 31st.

Article IV Duties of Officers

Section 1. President. The president shall preside at all meetings of the Board of Trustees and conduct the same according to the rules adopted, enforce due observance of the constitution and by-laws, decide all questions of order, and perform all customary duties pertaining to the office of president. The president shall appoint all committees and be an ex-officio member of all committees. The president shall execute all documents authorized by the Board, and authorize calls for special meetings.

Section 2. 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.

Section 3. 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 shall be designated by the Board to perform any or all of the above duties.

Section 4. Treasurer. The treasurer shall communicate with the Village of Suring Clerk to pay all bills. The library director shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from the funds in his or her charge. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article V Meetings

Section 1. Regular Meetings. The regular meetings of the Board of Trustees shall be held each month, the date and hour to be set by the Board at its January meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. 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.

Section 4. 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. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings shall be called at the direction of the president, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case, may less than two hours' notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of 6 members of the Board present in person or on a virtual platform. *[For municipal and joint libraries, see requirements of Wisconsin Statutes Section 43.54(1)(e).]*

Section 7. When a member of the Board of Trustees has been absent without notice or good cause from 2 regular meetings of the Board within one year, the president shall notify the appointing authority of such absences, suggesting that consideration be given to a replacement on the Board of Trustees.

Section 8. 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).

Section 9. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], 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 the Board.

Article VI Committees

Section 1. Standing Committees. The following committees: Personnel, Financial and Long Range Planning, shall be appointed by the president promptly after the January meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. 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 shall also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VII

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Suring Area Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine the rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint, and supervise a properly certified and competent library director, and determine the duties and compensation of all public library employees with input from the library director (Wisconsin Statutes 43.58(4)).

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditures of all monies collected, donated or appropriated for the library fund. The Village of Suring shall audit and approve all library expenditures.

Section 5. The Board and the Village of Suring shall supervise and maintain buildings, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board, in conjunction with the library director, shall study and support legislation that will bring about the greatest good to the greatest number of library users, approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning and the Oconto County Library Services Board.

Section 7. The Board shall cooperate with the Oconto County Board of Supervisors and the Village of Suring to maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and/or any other necessary governing body.

Article VIII

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 shall be excused from closed sessions) and shall have no vote.

Article IX

Conflict of Interest

Section 1. Board members shall not, in their private capacity, negotiate, bid for, or enter into a contract with the Suring Area 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 financial interest.

Section 3. A Board member shall not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article X General

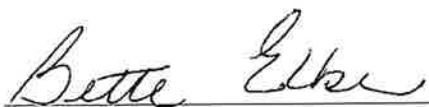
Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president shall vote upon and shall move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, shall be suspended temporarily in connection with business at hand, but such suspension, to be valid, shall be taken only at a meeting in which two-thirds (7) of the member of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws shall be amended at any regular meeting of the Board by a two-thirds majority vote of all members of the Board, 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.

Adopted by the Board of Trustees of the Suring Area Public Library on the

23rd day of March, 2021



Bette Elbe

Suring Area Public Library Board President

Suring Area Public Library By-Laws Reviewed, Amended and Approved
on 9/23/2025

Candie Lehto

Candie Lehto

Library Trustee Vice President