

# North Freedom Public Library

## Bylaws

### Article 1

The name of the organization is the North Freedom Public Library, located in the village of North Freedom, 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 statutes.

### Article 2

#### Section 1

##### Officers

The governing body of the library is composed of 5 or 7 members, recommended by the Library board, with the approval of the Village board. One of the members appointed will represent the local school district.

#### Section 2

##### Terms of Office

The terms of office of trustees shall be three years. The board shall recommend to the appointing officials that a trustee serves no more than two consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term. No more than two terms of office will expire the same year.

#### Section 3

##### Disqualifications and Vacancies

Any member who moves out of the area he/she represents shall be responsible for notifying the president 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 of the vacancy, and by direction of the board, suggest to the appointing official names of persons who may qualify to fill the position.

### Article 3

#### Officers

##### Section 1

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. 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

Nominations of officers for terms expiring may be made by the remaining trustees, library director or from the floor at the time of the annual meeting.

### Section 3

Officers shall serve a term of three years 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, and generally perform all duties associated with the office. In addition to these duties, the president will be the second signature holder on all bank accounts.

### Section 5

The vice-president shall assume and perform the duties and functions of the president in an event of an absence or disability of the president, or a vacancy of that position.

### 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. In the absence of the secretary another board member shall be designated to record minutes.

### Section 7

The treasurer shall keep a true and accurate financial record and not be financially fraudulent. The treasurer shall be the disbursing officer of the board, signing all checks and vouchers for disbursement from the board held funds and perform duties as generally fall upon the office.

## **Article 4**

### **Meetings**

#### **Section 1**

The regular meetings shall be held once a month, the date and hour to be set by the board.

#### **Section 2**

The annual meeting, which shall be for the purpose of the election of officers and adoption of the annual report, shall be held at the time of the regular meeting in March of each year, to be effective at the next regularly scheduled board meeting.

#### **Section 3**

Robert's Rules of Order shall govern the parliamentary procedures of the meetings.

#### **Section 4**

Special meetings may be called by the president or at the request of two members for the transaction of business.

#### **Section 5**

A quorum for the transaction of business at any meeting shall consist of a majority of the board present in person. Votes submitted by written proxy may be accepted when signed by absentee board member, provided a quorum is present at the meeting.

Section 6

Public notice must be given at least 48 hours in advance of the meeting time and posted to notify the general public.

Article 5

Library Director and Staff

The library director shall be considered the executive officer of the library on behalf of the board and under its review and direction. The director shall attend all board meetings but shall have no vote.

Article 6

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 majority 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; votes will be in person, or by written proxy to the board president in advance of the meeting. Written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws will be in force upon adoption by the board of trustees of the North Freedom Public Library on the 25 day of August, 2008.

JoEllen Anstett, President  
Ann Krause, Vice President  
Jessica Perea, Treasurer  
Sandra Hamlet, Secretary  
Sara Kreuter, Trustee