

Bylaws of the Drummond Public Library

Board of Trustees

Article I Identification

Drummond Public Library Board of Trustees, located at 14990 Superior Street in Drummond WI, established by the Town of Drummond Municipality of Bayfield County, according to the provisions of Chapter 43 the Wisconsin State Statutes and exercising the powers 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.

Section 2: The board of trustees shall consist of five members, appointed by the Town of Drummond Board, to three-year terms starting in December 1st and staggered such that no more than two members term expires in any given year. One member shall represent the school board, one member shall represent the service area outside of the township of Drummond. Midterm vacancies shall be filled as soon as possible by the Town of Drummond by recommendation of the Library Board President, the new member will complete that vacancy term. Members may be reappointed for consecutive terms.

Section 3: Meeting Attendance. Members shall be expected to attend each meeting except as they are prevented by a valid reason, to the Library Board President.

Article III Officers

Section 1: Roles of officers; president, vice president, secretary, treasurer is to be elected from among the appointed trustees at the annual 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 by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: Officers shall serve a term in role of 1 year from the annual meeting at which they are elected and until their successors are duly elected. At the Board's discretion, roles can be renewed or re-elected. Annually, signatures must be filed with the designated bank.

Section 3: The president shall preside at meetings of the Board, authorize calls for special meetings, appoint committees, co-sign checks drawn on funds held by the library (independent of the municipality), and generally perform the duties associated with the office of the president.

Section 4: 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 5: The secretary shall keep true and accurate minutes of meetings of the Board, shall issue notice of regular and special meetings, and shall perform other such duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any of the above duties when necessary.

Section 6: The treasurer and/or president shall co-sign checks drawn on funds held by the library, sign vouchers for disbursements from the library fund, and perform duties as generally held by the office of the treasurer. The president, the treasurer, and the library director shall be co-signer on applicable accounts held by the library, in the event that one person is not available.

Article IV Meetings

Section 1: Regular Meetings. The regular meetings shall be held every other month, six (6) per calendar year, on the last Thursday of each month at 4:30 pm. The regular meetings can be changed at the discretion of the Board should the necessity arise. Meetings shall be attended in person or via teleconference applications.

Section 2: Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held in November at the regular meeting date of each year, prior to the regular meeting.

Section 3: Agendas and Notices. Meeting agendas and notices shall indicate the time, date and place of the meeting and indicate subject matters intended for consideration. Agendas will include instructions for participation in teleconferencing. The agenda shall be posted 5 days prior to the meeting date to allow for “consent” items to be evaluated. Postings shall be to the online website, social media outlets, and paper copy at library. Should items presented for “consent” agenda not be met at the deadline, the agenda will revert back to itemized approval during the regular meeting.

Section 4: Minutes. Minutes of each meeting shall at minimum, indicate board members present, each item of business, motions, and the result of motions/votes taken. Current board minutes shall be held electronically and paper form at the library and available upon request.

Section 5: Special Meetings. Special meetings may be called at the direction of the president or shall be called at the written or email request of three (3) members, for the transaction of business stated in the call for the meeting. Except in cases of emergency, at least 24 hours notice shall be given. In no case shall less than two (2) hours be given.

Section 6: Quorum. A quorum for the transaction of business at any meeting shall consist of three (3) members of the Board in person or via teleconference as per Wisconsin Statutes Section 43.54(1)(e).

Section 7: Open Meetings Law Compliance. Board meetings and committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98) Closed Sessions for personnel-related issues, the relevant exemption is provided in Wisconsin State Statutes. 19.85 (1)(c) allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee is being considered.

Section 8: Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Section 9: Addressing the Board. Any person may address the board during the public comment section or they may be placed on the agenda if they request to be placed on agenda seven (7) days prior to the meeting date. Requests may be submitted to the Board President or the Library Director.

Article V Committees

Section 1: Standing Committees. Committees like "Friends of the Library", "Buildings and Grounds", and "Policies" shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2: No committee shall have other than advisory powers, except for "Friends of the Library".

Article VI
Duties of the Board of Trustees

Section 1: Legal responsibility for the operation of the Drummond Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine 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 library employees.

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 expenditure of money collected, donated, or appropriated for the library fund and shall audit and approve library expenditures.

Section 5: The Board shall 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 6: The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7: The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8: Under the preparation of the Director, the Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and Bayfield County Administration.

Article VII 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 board meetings (but may be excused from closed sessions) and shall have no vote. In the event that the library director cannot attend a meeting, a directors report will be shared electronically or by teleconference.

Article VIII Conflict of Interest

Section 1: Board members may not in their private capacity negotiate, bid for, or enter a contract with the Drummond 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 substantial financial interest. All board members shall vote, the president may abstain. In the event of a voting tie, the president must vote unless it proves to be a conflict of interest.

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

Article IX General

Section 1: An affirmative vote of the majority of 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 three (3) of the members of the Board are present and two-thirds of those present so approve.

Section 3: These bylaws may be amended at any regular meeting of the Board by majority vote of members of the Board, provided written notice of the proposed amendment shall have been electronically forwarded to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Drummond Public Library on the 27th day of July, 2023.

Drafted: May 4th 1999

Revised: November 15th, 2001

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