

LARSEN FAMILY PUBLIC LIBRARY BYLAWS

Article I: Identification

The name of this organization is the Larsen Family Public Library, located in Webster, 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.

Article II: Board of Trustees

Section 1. Number and qualifications: the governing body of the library is composed of at least 7 members, as appointed by the Webster Village Board and Burnett County Board, representing the village, the school district and the public.

Section 2. Term of office: the terms of office of trustees shall be three years. The board has the authority to renew annually any and all terms at their discretion.

Section 3. Disqualifications, vacancies: any member who moves out of the political subdivision he/she represents or terminates their board term shall be responsible for notifying the board of trustees. Upon receipt of such notification, the position shall be declared vacant. If a member misses 4 consecutive meetings the board may vacate the position. It shall be the duty of the Library Board to notify the Village Board of the vacancy, and by direction of the Library Board, suggest to the Village Board three to five persons qualified to fill the position.

Article III: 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 himself. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs. The President may appoint an officer in the interim with the board's approval.

Section 2. A nominating committee shall be appointed by the president prior to the annual meeting of the library board 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 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 checks 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 true and accurate records of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform other duties as are generally associated with that office. The library director may be designated to perform any and all of the above duties.

Section 7. The treasurer may be the disbursing officer of the board, co-sign all checks drawn on trust or endowment funds, shall sign all vouchers for disbursements from the library fund, and perform such duties as generally associated with that office. The treasurer and president shall be

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bonded in an amount determined by the board. In the absence or inability of the treasurer, another designated board member shall perform the duties.

Article IV: Meetings

Section 1. The regular meetings may be held monthly, on the second Monday, unless otherwise set by the board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting as set forth by the Board of Trustees.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items:

- a. Call to order
- b. Roll call of members, introduction of visitors
- c. Adoption/amendment of the agenda
- d. Public/guest comments
- e. Disposition of minutes of previous regular meeting and any intervening special or closed meeting
- f. Treasurer's report
- g. Library director's report and any action on bills or financial reports
- h. Committee reports
- i. Old business
- j. New business
- k. Closed session, if any
- l. Communications
- m. Next library board meeting and adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or requested by the president, or at the request of 2 members, for the transaction of business as stated in the call of the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of 3 members for 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. 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.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

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Article VI. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Larsen Family 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.

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 VII: 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 not vote upon, move or second a proposal before the board, unless it is necessary to break a tie.

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 the majority 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 to all members at least ten days prior to the meeting at which such action is proposed to be taken.

[Revised September 11, 2003]

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Revised July 8, 2024

LARSEN FAMILY PUBLIC LIBRARY BYLAWS

Sue Weis, President

Liz Simonsen, Treasurer

Kari Roppe, Secretary and Webster School Representative

Tim Maloney, Webster Village Board Representative

Buzz Byrne, County Representative

Ashley Heinz, Webster Village Representative

Diane Lund, County and Siren Representative

Vacant, Representative at Large