

Responsibilities of Trustees:

Section §43.58 of the Wisconsin Statutes mandates Board of Trustees control of:

- library funds,
- property,
- expenditures,
- hiring a library director,
- annual report to the Department of Public Instruction's Division of Libraries and Technology and to the library's municipality/county.

ARTICLE I - Membership**Section 1. Composition of the Board**

The Board of Trustees shall consist of 9-11 members:

- 7 - at-large members, (no more than two from outside the city of Superior)
- 1 - representative from the Superior Common Council
- 1 - Superintendent of Schools or designee
- 1-2 appointed by the County Board (based on county funding)

Director of the Library shall be a technical advisor of the Board.

The Superior Public Library shall be administered by a library board composed of 9 members as outlined in Wis. Stat. §43.54. Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the mayor with the approval of the common council. The mayor shall also appoint the Superintendent of Schools or their representative to the library board. Depending on county funding, up to 2 additional members may be appointed by the county board under Wis. Stat. 43.60ⁱ. Not more than 1 member of the common council and not more than 1 member of the county board shall at any time be a member of the library board (Wis. Stat. §43.54 and §43.60).

Section 2. Appointment

Members, other than county representatives and the Superintendent of Schools, shall be appointed by the Mayor of Superior and approved by the Superior Common Council. County representatives shall be appointed by the Chair and approved by the Douglas County Board of Supervisors.

Section 3. Term of Office

Trustees, other than a Common Council representative, a Douglas County Board representative, and the Superior School District representative, shall serve a maximum of two consecutive three-year terms. If a trustee is appointed to fill a vacated term, they may serve two consecutive three-year terms additionally.

Section 4. Responsibilities

a. In addition to the responsibilities listed in the introduction to the bylaws, trustees have responsibility in:

- cooperating with other educational institutions to foster the use of materials in a variety of ways to benefit the public;
- receiving, managing, and disposing of gifts and donations to the library;
- complying with federal, state, county, and local laws, and Board bylaws;
- demonstrating good faith by providing the highest possible quality of service and by managing assets wisely;
- supporting the causes of the library, acknowledging that its best interests must prevail over any individual interest;
- attending trustee meetings regularly, participating actively;
- ensuring adequate record-keeping and documentation;
- being diligent in developing plans and policies.

b. Upon appointment to the Board, each trustee will receive the bylaws and pertinent information. Each trustee shall engage in continuing education opportunities via orientation sessions, webinars, and workshops as they become available.

c. The trustees will review and, if needed, revise the policies of the library periodically. Policies may be developed or revised as needed.

d. The Board will review the annual state report of the library director no later than the March meeting. After the board's acceptance, the report shall be sent to the mayor and the chair of the Douglas County Board of Supervisors.

e. All expenditures shall be made only with authorization by the Board and within the limits of the budget. All disbursements shall be by voucher signed by the secretary of the Board or, in the absence of the secretary, by another officer.

Section 5. Attendance at Meetings

Any trustee who fails to attend three consecutive meetings without excusing themselves will be deemed to have resigned and the position declared to be vacant. The Board president will notify the trustee of the cessation of their trusteeship.

Section 6. Conflict of Interest

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Superior Public Library in which they have a direct or indirect financial interest.

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.

A board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

Section 7. Vacating Office

The term of any trustee shall expire by their death, resignation, change of residence which no longer meets residential requirements, or removal in accordance with these bylaws.

Section 8. Removal from Office

A trustee may be removed from office at any meeting of the Board, by a vote of two-thirds of those who are present and vote, provided at least five days written notice has been given to each trustee of the intention to present such issue for decision.

Section 9. Vacancies

When a vacancy occurs, the library director shall inform the mayor of the vacancy in accord with Superior City Code ss2-206.

ARTICLE II - Officers

Section 1. Officers

The officers of the Board shall be a president, vice-president, and secretary, each of whom will serve a one-year term and may be re-elected. No member shall be eligible to serve more than three consecutive terms in the same office.

Section 2. Election

The election of officers shall be held at the June meeting. The Board Development committee shall meet prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time. The terms of the newly elected officers shall begin at the next Board meeting following the election.

Section 3. President

The President shall preside at all meetings, appoint all committees with the approval of the Board, serve as ex officio member of all committees, chair meetings of the Executive Committee, authorize calls for special meetings, sign disbursement vouchers in the secretary's absence, and generally perform the duties of a presiding officer.

Section 4. Vice President

The vice-president shall act for the president in the latter's absence, sign disbursement vouchers in the secretary's absence, and have other duties and responsibilities as the Board determines.

Section 5. Secretary

The secretary shall preside at meetings in the absence of the president and the vice-president, shall keep the minutes of the meetings or delegate the keeping and preservation of the minutes to the library director as recording secretary, and shall certify all bills approved by the trustees by signing the payment vouchers.

Section 6. Vacancies

The Board of Trustees shall elect a replacement for an officer who vacates their position before the June election meeting at the next scheduled meeting.

ARTICLE III - Committees

Section 1. Executive Committee

The Board shall have an Executive Committee consisting of the president, vice-president, and secretary. The Executive Committee shall meet only to act on matters of emergency. The Executive Committee will report on its meetings at the next scheduled meeting of the Board.

Section 2. Standing Committees

The following committees: Board Development, Finance/Personnel, Policy/Bylaws, and Facility, shall be appointed by the president promptly after the annual meeting. The standing committees shall make recommendations to the Board as pertinent. The president shall appoint a committee chair and each committee member shall serve a term of one year.

Section 3. Ad hoc Committees

Ad hoc committees will be determined by the Board as needed. The president of the Board will appoint the members of the committee, including one officer. The Board will develop the committee's charge, a date for reporting to the Board, and a date for termination of the committee.

Section 4. Actions by committees are advisory only. Only actions by the full board shall have legal authority.

ARTICLE IV – Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Superior 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 approve the duties and compensation of all 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 all monies collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain building 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. The Board shall approve and submit the required annual report to the Division for Libraries and Technology and the city council.

ARTICLE V – 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 may be excused from closed sessions) and shall have no vote.

ARTICLE VI - Meetings

Section 1. Regular Meetings

Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board. Any member who, for good cause, is unable to be physically present at a meeting of the Library Board or committees may request, in advance of the meeting, permission of the presiding officer to participate in the meeting by electronic device. Upon request being granted, an electronic device shall be placed in the meeting room so that the physically absent member can hear and be heard by all those present. The member's presence will count towards a quorum and the

member shall be able to participate and vote as if they were physically present. The member must be present for the entirety of the meeting.

Section 2. Annual Meeting

The annual meeting shall be held at the time of the regular meeting in June of each year, with the inclusion of the election of officers.

Section 3. Quorum

A quorum shall consist of three trustees, plus one officer, for the transaction of any business at any meeting of the Board.

Section 4. Public Notices

Public notices of all regular and special meetings shall be posted and advertised in accordance with the provisions of the Open Meeting Law. See Wis. Stat. §§ 19.81-19.98. Notice of all meetings shall be provided to each trustee, the Superior Telegram, and posted as required for the public at least five days before the date of the meeting.

Section 5. Conduct of Meetings

Meetings shall be conducted in accordance with the most recent authorized edition of Robert's Rules of Order on all points not specifically covered in these bylaws.

Section 6. Agenda

The order of business at regular meetings shall be as follows:

1. Roll Call
2. Minutes of previous meeting
3. Director's report
4. Reports of standing and special committees
5. Approval of expenditures and financial report
6. Friends of the Library and Foundation Reports
7. Old business
8. New business
9. Public Comment
10. Adjournment

Section 7. Minutes

Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those withdrawn), and the results of all votes taken.

Section 8. Agenda Items from the Public

Agenda items from the public are to be submitted to the library director in writing and should include: name, address, and telephone number of the person or persons making the request; the name of the organization or group represented, if any; a statement of action to be requested of the Board; and pertinent background information leading to the request. The library director, upon receipt of a properly executed request, shall set a date for inclusion of the

requested item on the agenda as soon as practicable, with a preference on the next regularly scheduled meeting. The library director shall notify the individual(s), organization, or group of the date, time, and place of the meeting at which the item will be considered.

The president of the Board will give the public an opportunity to present the case and may decide to limit the length of time for questions/debate.

Due to requirements of the Wisconsin Open Meeting laws, only matters placed on the meeting agenda may be approved by the Board at a meeting. However, citizens may address the Board regarding items which require no action. No personal attacks on individuals will be allowed, and all comments by members of the public shall be limited to three (3) minutes in length and must not include endorsements of any candidates or other electioneering.

The president of the Board may terminate the speaker's privilege of address if, after being called to order, they persist in improper conduct or remarks.

Section 9. Voting

Except as otherwise provided by law or these bylaws, all matters before the trustees shall be decided by a majority vote of all members of the Board present. An abstention shall not be construed as a vote. The president may vote upon and may move or second a proposal before the Board.

Section 10. Special Meetings

Special meetings may be called by the president or upon the written request of three trustees. Only such matters of business may be transacted as are stated in the call for the special 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.

ARTICLE VII - Amendments and other pertinent information

Section 1. Amendments

These bylaws may be amended at any regular meeting by two-thirds of those who vote, provided a notice of the proposed amendment was stated in the agenda for that meeting.

Section 2. Expiration

The Policy/Bylaws Committee will review the bylaws every five years from the date of their last approval and make recommendations for changes to the full Board. This committee shall be composed of at least three trustees including the president.

Section 3. Promulgation

Upon final approval of the trustees, two copies of these bylaws shall be cataloged and placed in the Local History Area. Superseded versions of these bylaws shall be retained.

A copy of these revised bylaws shall be presented to each trustee for their reference.

Adopted by the Board of Trustees of the Superior Public Library on the 13th day of November, 2024.

To be reviewed: November 2029

ⁱ Wis. Stat. 43.60: Whenever the annual sum appropriated by the other municipality or county under sub.(2) equals or exceeds one-sixth of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, the county chairperson, with the approval of the governing body thereof, may appoint from among the residents of the county an additional member of the library board of the public library and, when such sum equals or exceeds one-third of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members, for a term of 3 years from the July 1 next succeeding such appointment, and thereafter for terms of 3 years. Whenever the appropriation made is less than the one-third specified, the office of one such additional member of the board and, if less than the one-sixth specified, the office of both shall be vacant from the July 1 next thereafter.