

# GREENDALE PUBLIC LIBRARY

## BOARD OF TRUSTEES

### OPERATING POLICIES

#### ARTICLE I – Powers and duties of the Board

Section 1. This organization shall be called The Board of Trustees of the Greendale Public Library (herein referred to as The Board) existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming responsibilities delegated to under the said statute.

Section 2. The Board shall insure that the following mission statement is achieved:

The mission of the Greendale Public Library shall be to provide high quality, publicly-funded library resources, services and information to all residents of Greendale and the metropolitan area.

Section 3. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The Board also shall have exclusive charge, control and custody of all lands, building, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

Section 4. The Board shall audit and approve all vouchers for the expenditures of the public library and forward the vouchers or schedules covering the same, setting forth the names of the claimants, the amounts of each claim and the purpose for which expended, to the Village Manager, with a statement thereon, signed by The Board President or his/her designee, that the expenditure has been incurred and that the library board has audited and approved the bill. The village shall then be requested to pay the bill.

Section 5. The Board shall establish policies for the operation of the public library and review these on an annual basis.

## ARTICLE II – Officers

Section 1. The Board shall consist of seven members. A quorum for each meeting shall be four members.

Section 2. The officers shall be a chair and vice-chair, elected from among the appointed trustees. The Library Director shall act as the secretary of the Board.

- a. Annual elections shall be held in June of each year unless extended by a simple majority of the Board.

Section 3. Officers shall serve a term of one year or until their successors are duly elected.

Section 4. The chair shall preside at all meetings of The Board, authorize calls for 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 that office. In the event of the absence of the chair the vice-chair shall perform the duties of the chair. In the event of the absence of both the chair and the vice-chair, The Board shall elect a chair pro tem. In the event of a vacancy in the office of chair, the vice-chair shall perform their duties until the next scheduled annual election.

Section 5. The secretary shall keep a true and accurate record of all meetings of The Board and shall perform such other duties as are generally associated with that office.

- a. As the secretary of the Board, the Library Director shall prepare the minutes so that they may be distributed with the agenda to each board member in advance of the next month's meeting.

### ARTICLE III – Meetings

Section 1. The regular meetings shall be held on a monthly rotation unless otherwise established by the Board. The Library Director will mail agendas and minutes to the members and post the notices in accordance with the provision of Chapter 19, subchapter IV, of the Laws of the State of Wisconsin.

Section 2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.

- a. Call the meeting to order.
- b. Roll call.
- c. Approval of minutes from previous meeting.
- d. Approval of vouchers for current month.
- e. Director's report.
- f. Communications
- g. Public comment.
- h. Unfinished business.
- i. New business.
- j. Discussion.
- k. Adjournment.

Section 3. Special meetings may be called by the chair on his/her own call and shall be called by the chair at the request of two members for the transaction of business as stated in the call of the meeting. All special meetings shall require a written notice at least 48 hours in

advance of the meeting.

- a. Special meetings will be posted and conducted in the same manner as regular meetings of The Board.

Section 4. Proceedings of the meetings shall be governed by Roberts' Rules of Order as modified for small governing boards.

#### ARTICLE IV – Library Director and staff

Section 1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall:

1. recommend to The Board appointment of all employees
2. develop job descriptions for all employees
3. be held responsible for the proper direction and supervision of the employees
4. be held responsible for the care and maintenance of the library property
5. be held responsible for the adequate and proper selection of materials in keeping with the stated policy of The Board
6. be held responsible for the efficiency of library service to the public
7. be held responsible for the financial operation of the library within the limitations of the budgeted appropriations

#### ARTICLE V – Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of The Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose of which it was appointed and after the final report is made to the board.

Section 2. Committee meetings of The Board will be posted and conducted in the same manner as regular board meetings.

Section 3. All committees shall make a progress report to The Board at each of The Board's meetings.

Section 4. No committee will have other than advisory power.

Section 5. The Library Board President shall appoint one Board member to serve as liaison to the Greendale Public Library Foundation, Inc.

#### ARTICLE VI – 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 chair may vote upon and may move or second a proposal before The Board.

Section 2. The operating policies may be amended by the 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.

Section 3. Any rule or resolution of The Board, whether contained in these Operating policies or otherwise, may be suspended temporarily in connection with business at hand, but such suspensions, to be valid, may be taken only at a meeting at which four members of The Board shall be present and three of those present shall so approve.

Section 4. Any board member who has three consecutive unexcused absences from regular meetings is assumed to no longer be interested in the library board. The Board shall request

the Village President consider requesting that Board member's resignation and appointing a replacement.

Adopted 01/12/05  
Revised 09/12/05  
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