

# **Cambridge Community Library Board of Trustees**

The Cambridge Community Library operates under a Board of Trustees. There are five (5) Board members. Board members are suggested to the Village of Cambridge Board, by the current Library Board, and are appointed by the Village of Cambridge Board. The Cambridge Community Library Board of Trustees operates under the following by-laws:

## **CAMBRIDGE COMMUNITY LIBRARY BOARD**

### **BY-LAWS**

#### **Article I**

##### **Identification & General Powers**

Section 1. This organization shall be called "Cambridge Community Library Board of Trustees" (the "Library 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 the responsibilities delegated to it under said statute.

Section 2. The Library Board shall audit and approve all expenditures with a copy to be forwarded to the Village Board. After approval of the library budget, the Library Board retains the exclusive control of the expenditures & operating budget.

Section 3. The Library Board shall appoint a qualified Library Director who shall be executive and administrative officer of the Library on behalf of the Library Board and under its review and supervision. The Library Director will be responsible for the hiring, direction, and supervision of staff, the care and maintenance of property, ensuring an adequate selection of books and materials, maintaining effective and efficient library service to the public, and for the Library's financial operation within the limitations of the budgeted appropriation. The Library Director shall report to the Library Board at regular meetings regarding performance of these duties, including hiring or promotion of staff, financial condition and expenditures, significant operational issues or concerns, and special initiatives or activities of the Library.

Section 4. Trustee appointments shall be for three years. After completion of one full term, a trustee may be reappointed for a total of three consecutive terms.

Section 5. A trustee may resign by giving notice to the Library Board president, who shall advise the Library Board of such resignation. When a resignation occurs, a replacement trustee shall be appointed to fill the unexpired term. He/she is eligible for reappointment for a total of three consecutive, three year terms.

Section 6. Trustees shall be allowed three (3) absences from regular meetings within a calendar year. Trustees are expected to notify the Library Director when he/she must miss a meeting. When a trustee's absences exceed the stated allowance, the member may be considered for removal from the Library Board.

Section 7. A trustee may be removed by a majority vote of the Village of Cambridge Board of Trustees. A proposal to remove a trustee may be made to the Village Board by the Library Board Representative (on the Library Board), the Library Director, or by a majority of the Library Board. In addition, a liaison trustee shall be automatically removed if that individual ceases to be affiliated with the liaison organization.

## **Article II**

### **Meetings**

Section 1. All Library Board meetings shall be held in compliance with Wisconsin's open meetings law (Wis. Stats. Sections 19.81 to 19.98).

Section 2. Proceedings of all meetings shall be governed by *Robert's Rules of Order*, except when in conflict with these by-laws.

Section 3. Regular meetings shall be held each month at Cambridge Community Library or in the Amundson Community Room. Meetings may also be held virtually, to accommodate public health concerns or other extenuating circumstances.

Section 4. Meeting agendas and notices shall indicate the time, date, and place of the meeting, and shall indicate all subject matters intended for consideration at the meeting.

Section 5. Four of the monthly meetings shall be designated as quarterly meetings, when, in addition to other matters which may properly come before the Library Board:

- February – to receive and approve the annual report of the Library Director
- May – to make recommendations to the Village Board for the appointment of members of the Library Board to take the place of those whose terms expire in July
- July – to elect new officers
- October – to adopt a budget to be submitted to the Village Board with such recommendations and information as may be proper

Section 6. Special meetings of the Library Board may be called by an officer of the Library Board, whenever they may be necessary, or at the written or email request of two or more members; but only such business shall be transacted at special meetings as shall be mentioned in the call. Special meetings may be called on twenty-four (24) hours notice, either in writing or by telephone or email.

Section 7. At the ordinary monthly meetings, three (3) members of the Library Board shall constitute a quorum; but at the quarterly meetings designated in Section 5, no business shall be transacted unless a majority of the Library Board is present. For such quarterly meetings, four (4) members shall be necessary to constitute a majority.

Section 7. The order of business at all meetings of the Library Board shall be as follows:

- a. Roll Call/Call to Order
- b. Introduction of Guests
- c. Public Input
- d. Monthly Reports
  - a. Approval of Previous Meeting Minutes
  - b. Director's Report
  - c. Monthly Stats & Reports
- e. Treasurer's Report
  - a. Monthly Expenses
  - b. Petty Cash Reconciliation
  - c. SCLS Foundation
- f. Village Report
- g. Friends of the Library Report
- h. School District Report
- i. Committee Reports
- j. Action Agenda
  - a. Policies
  - b. Old Business
  - c. New Business
- k. Next Meeting Date & Future Agenda Items
- l. Adjourn

### **Article III**

#### **Officers**

Section 1. The officers shall consist of a president, secretary, and a treasurer. The three officers shall be elected at the July quarterly meeting and shall serve for a minimum of a two (2) year term from the time of their election; but all officers shall hold their position until their successors are elected.

Section 2. The duties of the officers shall be those usually exercised by such officers.

Section 3. The President shall preside at the meetings of the Library Board, and present to the meeting, either in writing or verbally, an agendum containing the matters which, in his/her opinion, should come before the Library Board at each meeting; shall appoint committees, unless otherwise prescribed; and between meetings of the Library Board shall have general supervision of library affairs.

Section 3.1. In the absence of the President, the Treasurer or Secretary will conduct the meetings.

Section 4. The Secretary shall keep a true and accurate record of all meetings of the Library Board, shall issue notice of all regular and special meetings, and shall perform other duties as are generally associated with that office.

Section 5. The Treasurer shall review monthly expenses as prepared by the Library Director, and shall perform such duties as are generally associated with that office. In the absence of the Treasurer, his/her duties shall be performed by such other members of the Library Board as the Library Board may designate.

Section 5.1. The Village Clerk shall be responsible for the disbursement of all accounts payable and payroll as indicated by the Library Board.

Section 6. A trustee resigning from the Library Board before his/her term has expired is requested to submit a letter of resignation to the Library Board President at least one month prior to resignation.

Section 7. Standing committees and special committees may be appointed by the President or chosen by the Library Board, and their duties shall be such as are prescribed in the resolution under which they are appointed or elected.

## **Article IV**

### **Amendments and Review**

Section 1. These by-laws may be reviewed at least annually at the January meeting of the Library Board.

Section 2. The by-laws may be amended by the majority vote of the Library Board provided that written notice of all proposed amendments is provided to trustees at least five days prior to the meeting at which such amendment is proposed.

Revised: 1999  
Adopted: 01/05/2000  
Revised: 2005  
Adopted: 02/2005  
Revised: 2016  
Adopted: 01/04/2016  
Revised: 2022  
Adopted: 2022  
Revised: 2024  
Adopted: