

Johnson Creek Public Library

Board Bylaws

Article I Identification

The Library Board of the Johnson Creek Public Library ("Board", located in Johnson Creek Wisconsin, and established by the Wisconsin municipality of Johnson Creek, according to the provisions of Chapter 43 of the Wisconsin Statutes, is authorized to exercise 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](#), [43.57](#), and [43.60](#).

Section 2 Meeting Attendance: Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III Officers

Section 1 Officer Positions: The Board Officers shall consist of a (1) president; and (2) vice president. At the annual meeting, the Board Officers shall be elected by the appointed members of the Board. No member shall hold more than one office at a time. Vacancies in offices shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2 Nominations: The Board shall serve as a Committee of the Whole to nominate a slate of officers. Additional nominations may be made from the floor at that time. Officers serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

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

Section 4 Vice President: 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. The vice president shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of vice president. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article IV Meetings

Section 1 Regular Meetings: The Board shall hold regular meetings a minimum of 11 months of the year, the date and time of each meeting shall be set by the Board at its annual meeting or at a preceding regular meeting.

Section 2 Annual Meeting: The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting within 60 days after the date of the beginning of Board terms of each year.

Section 3 Agendas and Notices: Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. A copy of the current agenda shall be posted in the library; at the local post office; and the Village Hall. It shall also be posted electronically on the library website, and the village website.

Section 4 Minutes: Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. All adopted minutes shall be posted on library bulletin board and the library website and be sent to the Village Clerk for posting on the Village website.

Section 5 Special Meetings: Special meetings may be called at the direction of the president or at the written request of any two (2) members of the Board, for the transaction of business as stated in the call for the meeting. In accordance with [Wis. Stat. § 19.84\(3\)](#), notice must be given at least twenty-four (24) hours before the meeting begins. If there is good cause why 24-hour notice is impossible or impractical, shorter notice may be given. However, notice may not be provided less than two (2) hours before the meeting.

Section 6 Quorum: A quorum for the transaction of business at any meeting shall consist of a majority of the Board members present in person or remotely (in real time) with the use of technology.

Section 7 Open Meetings Law Compliance: All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law ([Wisconsin Statutes Sections 19.81 to 19.98](#)).

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

Section 9 Public Comment: The agenda for each regular meeting shall include a time for comments from the public. Members of the public making comments must state their name and address for the public record, limit comments to two (2) minutes during public comment only, and abide by the Library's

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Code of Conduct. If 10 or more audience members are present, speakers must fill out a comment card, priority will be given to residents of the Bridges Library System, and the public comment period will last up to one hour. The Board reserves the right to extend the time to hear additional comments from Bridges

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Library System residents. The Board and Library staff may not respond to or discuss public comments during the public comment period. When the topic appears on the agenda during the business portion of the meeting, the comments may be addressed during the applicable agenda item. After all persons have been allowed an opportunity to speak, the Board will resume session in accordance with the agenda.

Article V Committees

Section 1: Standing or Special Committees In all instances, the Board shall act as a committee of the whole, except in such cases when it may seem more advisable, or expedient for the president to appoint a special committee to accomplish a particular undertaking. Such special committees shall make recommendations, or report to the Board as pertinent to Board meeting agenda items.

Section 2 Ad Hoc Committees Ad hoc committees for the study of special problems shall 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. These committees may also include staff and public representatives, as well as outside experts.

Section 3 Limits of Power: No committee shall have other than advisory powers.

Article VI Duties of the Board

Section 1: Legal responsibility for the operation of the Johnson Creek Public Library is vested in the Board. Subject to Village of Johnson Creek Code of Ordinances, and 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 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 moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5: The Board shall 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.

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Section 8: The Board shall approve and submit the required annual report to the Division for Libraries, and Technology, the Bridges Library System, and the Jefferson County Library Service, and shall provide a copy to the Village or Jefferson County if requested.

Article VII Library Director

The library director shall be appointed by the Board 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 VIII Conflict of Interest

Section 1: Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Johnson Creek 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 IX 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 vote upon and may move or second a proposal before the Board. Since an affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board, if a vote ends in a tie, the motion fails.

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 three-fifths 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 all Board members present, provided written notice of the proposed amendment shall have been given mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted July 11, 1979

Revised October 18, 2006

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