

**By-Laws**  
**Jefferson County Library Board**

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ARTICLE I. NAME AND PURPOSE

1. The name of the organization is the Jefferson County Library Board, hereafter referred to as the Library Board.
2. The Library Board exists by virtue of the provisions of Chapter 43.57 of the Laws of the State of Wisconsin. Its purpose is to operate the Jefferson County Library Service - established by the Jefferson County Board of Supervisors on July 1, 1979 pursuant to the state statute cited above - and to serve as a liaison between the libraries in the county and the Jefferson County Board of Supervisors.

ARTICLE II. MEMBERSHIP AND OFFICERS

1. The Library Board is the responsible party, overseeing the operation and funds of the Library Service. The Board determines the policies under which the Library Service operates.
2. The Library Board consists of seven voting members appointed by the County Board, as authorized in Chapter 43.57 (4)(b), upon the recommendation of the County Administrator and the County Library Administrator. As stipulated in 43.57 (4) (c) the board shall include at least one school district administrator of a school district located in whole or in part in the county or that school district administrator's designee, and one or two county board supervisors. The Library Board also shall include representatives of existing municipal library boards and persons residing in municipalities served by libraries as well as municipalities not served by libraries.
3. Library Board members shall serve three-year terms and are eligible to serve three consecutive terms. Board members receive no compensation for their service but they may receive a per diem and be reimbursed for mileage.
4. Assisting the Library Board is the library director of the municipal library that the Library Board contracts with to serve as the County Resource Library. This library director, hereafter referred to as Administrator, serves as a non-voting advisor to the Library Board and as a liaison to the library system to which Jefferson County belongs.
5. Library Board officers shall consist of a president, vice-president and secretary. These officers shall be elected annually at the first meeting of the calendar year. Treasurer duties shall be performed by the Administrator.
6. Board vacancies that occur during the year due to resignation or termination shall be filled in the same manner as regular appointments are made. Resignation from the Board must be submitted in writing. A board member may be dismissed for excessive absences, or other just cause, upon a recommendation by a majority of the Library Board.

## 7. Officers and Duties:

- a. The **President** convenes and presides at all regular and special meetings of the Board, appoints all committees, executes all documents authorized by the board, and performs all duties associated with that office. The President works with the Administrator to set agendas.
- b. The **Vice President** is responsible for performing the duties and executing the power of the President in the President's absence.
- c. The **Secretary** shall keep an accurate record of the proceedings of all meetings of the Board and forward them to the Administrator for distribution to Library Board members.
- d. The **Administrator** collects all records required to determine the reimbursement to be requested from Jefferson County as well as the adjacent county libraries. The Administrator prepares and submits the annual county library budget request to the County Administrator and prepares and distributes the individual annual library contracts. The Administrator also prepares and files the county library service's annual report to the state and performs all other duties required on behalf of the Library Board.

## ARTICLE III. MEETINGS

1. The Library Board will meet as needed, but customarily three times a year, at a time and place determined by the President. Board members will be given two weeks notice of all meetings. The President must call a special meeting upon the request of two board members. Meetings are open to the public and are held pursuant to all open meetings laws.
2. A customary schedule would include a meeting in March to approve the county's annual report and to appoint officers, a July meeting to determine the next year's budget request, and a November meeting to review the year and plan for the future.
3. The conduct of meetings shall be governed by Robert's Rules of Order. The quorum required for transacting business shall be a simple majority of the board. All votes shall be by voice and require a simple majority to pass.

## ARTICLE IV. COMMITTEES

1. The board may create committees as needed that are discharged upon the completion of the purpose for which it was appointed or sooner if terminated by action of the Board. The President appoints all committee chairs.

## ARTICLE V. AMENDMENTS

1. These by-laws may, from time to time, be amended by the affirmative vote of five board members present at any regular or special meeting of the Library Board. However, any such amendments shall have first been presented at a previous board meeting for discussion.

**Adopted by the Jefferson County Library Board on April 19, 2012**