

# BYLAWS OF THE WEST ALLIS PUBLIC LIBRARY BOARD

Revised May 2021

## RULE 1

### HOW CONSTITUTED

The general management, regulation and control of the West Allis Public Library is vested in the Library Board composed of nine (9) members, including the Superintendent of the West Allis-West Milwaukee School District or his/her representative, appointed by the Mayor with the approval of the Common Council. Not more than one (1) member of the Common Council shall at any time be a member of the Library Board.

## RULE II

### POWERS AND DUTIES OF THE BOARD

Section 1. The Library Board shall have the 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 Library Board shall also have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by the municipality for Library purposes.

Section 2. Except as otherwise provided under these Rules, the Library Board shall audit and approve all vouchers for the expenditures of the Library and forward such vouchers or schedules covering the same, setting forth the names of claimants, the amounts of each claim and the purpose for which expended to the City Comptroller, with a statement thereon, signed by the Library Board's secretary or other designee of the Library Board, that the expenditure has been incurred and that the Library Board has audited and approved the bill.

Section 3. The Library Board shall utilize the City Purchasing Division for purchasing activities, other than library materials, in accordance with Section 2.67 of the West Allis Revised Municipal Code.

## RULE III

### MISSION STATEMENT

#### **We are committed to:**

- *Providing a welcoming environment for all*
- *Offering equal access to Library services*
- *Promoting personal and professional growth*
- *Building and maintaining community partnerships*
- *Inspiring lifelong learning*

## RULE IV

### MATERIALS SELECTION

Section 1. The Library Board will direct selection policy and make available to its patrons, books, pamphlets, periodicals, and other non-book printed materials, audiovisual materials, and electronic resources (collectively referred to as “Library Materials”) to meet the following needs:

- A. To facilitate self-education of all people in the community.
- B. To supplement various subjects for individuals seeking to further their education.
- C. To meet the informational needs of all.
- D. To support the educational, civic and cultural activities of individuals and organizations.
- E. To encourage recreational reading and constructive use of leisure time.

Section 2. Selection of Library Materials will be based on the obligation of the Library Board to present divergent views and not attempt to impose any single

standard of preference and opinion upon the patrons of the Library. It is the further obligation of the Library Board to provide Library Materials that enrich the quality of thought and expression by attempting to provide the best Library Materials in various fields.

## RULE V

### MEETINGS

Section 1. The regular monthly meeting of the Library Board shall be held on the fourth Wednesday of each month at 7:00 p.m. in the Library unless otherwise ordered by the President, upon notice, and with consent of the Board.

Section 2. The election of officers shall take place at the meeting on the fourth Wednesday of July.

Section 3. Special meetings may be called by the President on his/her own initiative, or by the President at the request of two or more members, for the transaction of business stated in the call for the meeting.

Section 4. The Secretary shall notify members of Board meetings. A tentative agenda shall accompany the notice.

Section 5. Public notice of all meetings of the Library Board shall be given in accordance with the provisions of Section 19.84 of the Wisconsin Statutes.

Section 6. Five members of the Library Board shall constitute a quorum.

## RULE VI

### OFFICERS

Section 1. Officers of the Board shall be a President, Vice-President, Secretary, and a Financial Secretary who shall be elected each year at the July meeting of the Board.

Section 2. Duties and Powers of the President.

- A. Shall preside at all meetings.
- B. Shall call special meetings upon his/her own initiative, or upon request of two or more members of the Board.
- C. Shall countersign vouchers authorized by formal Board actions.
- D. Shall appoint all committees.
- E. Shall be an ex-officio member of all committees.

Section 3. Duties and Powers of the Vice-President.

- A. In the absence of the President, shall preside at meetings of the Library Board.
- B. During the absence or inability of the President, shall have the power and duties of the President.

Section 4. Duties and Powers of the Secretary.

- A. Shall keep an accurate account of all proceedings of the Board meetings.
- B. Shall issue notices of all regular and special meetings of the Board.
- C. Shall countersign vouchers authorized by formal Board action.
- D. Shall perform all other duties pertaining to the office.
- E. In the absence or inability of the Vice-President, shall have the powers and duties of the Vice-President.

Section 5. Duties and Powers of the Financial Secretary.

- A. Shall advise the Library Board on the investment of gift funds.
- B. Shall make an annual report to the Library Board showing the amount, investment, income and disbursements from gift/trust funds as required by Sections 43.58 (6) and (7)(d) of the Wisconsin Statutes.

## RULE VII

### COMMITTEES

Section 1. Special committees authorized by the Board may be appointed as occasion may require.

## RULE VIII

### ORDER OF BUSINESS

Section 1. The order of business at the regular meeting shall be as follows:

- A. Call to order by presiding officer.
- B. Call of the roll and announcement of presence or absence of a quorum.
- C. Reading and approval of the minutes of the past previous meeting or meetings.
- D. Statements by citizens.
- E. Correspondence
- F. Claims and Finance Report.
- G. Unfinished Business
- H. New Business
- I. Library Director's Report
- J. Adjournment

Section 2. Robert's Rules of Order, Revised, shall be the parliamentary guide.

## RULE IX

### LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Library Board and shall possess the following minimum qualifications: College degree, plus a Master's degree in library science from a library school accredited by the American Library Association, plus five years of progressively responsible public library experience, including a minimum of three years in a supervisory capacity; a Grade 1 Wisconsin Library Certificate or eligibility for same; plus any additional qualifications as determined by the Library Board. The Library Director shall serve for an indefinite term, subject to removal by the Board at pleasure, and without cause, by an affirmative vote of three-fourths (3/4) of all the members thereof, and upon sixty (60) days notice prior to the effective date.

Section 2. The Board may recommend to the Mayor and Common Council the annual salary to be paid to the Library Director pursuant to said individual's education and experience as well as the candidate's score on a performance evaluation as conducted by the Board or their designee(s).

Section 3. Powers and Duties. The Library Director.

- A. Shall be the Board's agent in the administration of the Library.
- B. Shall be responsible for the care of the building and equipment, for the direction of the library and custodial staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.
- C. Shall advise the Library Board and its committees when requested.
- D. Shall present to the Library Board all vouchers for the expenditures of the Library for audit and approval on a monthly basis and make an annual report of all such expenditures to the Board.

- E. Shall audit and approve vouchers for the expenditure of the Library for items and services which have been duly authorized by the Library Board where the item or service has been actually supplied or rendered in conformity with such authorization; provided, however, that the Library Director shall file with the Library Board at its next regular meetings a list of all such vouchers approved, showing the date approved, name of constitute due authorization for payment of any such voucher by the city Comptroller or Clerk, as provided in Section 66.0609 of the Wisconsin Statutes.
- F. Shall be charged with distributing of petty cash funds in an amount as may be determined from time to time by the Library Board.
- G. Shall call staff meetings for the improvement of Library services as the need and opportunity arise.
- H. Shall attend all Board meetings except when excused.

Section 4. Vacations. A vacation longer than three (3) days requires advance approval by the Library Board.

## RULE X

### PERSONNEL

Section 1. All employment of Library personnel, dismissal, duration of sick leave, vacations, leaves of absence and hours of work are subject to regulations as set forth in the West Allis Revised Municipal Code.

Section 2. Per Chapter 43 of the Wisconsin Statutes, the Library Director shall be designated as Agent for the Library Board to appoint library staff as he/she deems necessary. All his/her appointments shall be reported to the Library Board at a subsequent meeting of the Board.

Section 3. Duties and Working Conditions.

- A. All library employees are directly responsible to the Library Director in the discharge of their duties and are required to render assistance to the Director whenever requested in order to maintain a high standard of service to the Library users.

B. Duties of library employees are outlined in The Job Description Questionnaire (JDQ).

Section 4. Salaries. Salaries of library employees are subject to the West Allis Revised Municipal Code and are established by the Common Council.

## RULE XI

### AMENDMENTS

The Rules of the Board may be amended by a majority vote of the Board, if notice regarding the proposed change was given at the various meetings, and if copies of the proposed changes are in the hands of members at least one week before the change is voted upon. Board rules may be amended without such prior notice only with a three-fourths (3/4) vote of all members of the Board.

## RULE XII

### COPIES

Copies of the rules shall be given to each Board member and employee of the Library and reference copies shall be available for public inspection during normal Library hours.