

BYLAWS OF THE BRODHEAD MEMORIAL PUBLIC LIBRARY BOARD

Article I: MEMBERSHIP

Section 1: In accordance with Wisconsin Statute 43.54, the Library Board of Brodhead, Wisconsin shall consist of seven members appointed by the Mayor with the approval of the City Council. One member may represent the Brodhead City Council, one member shall be the Superintendent of the School District serving the City of Brodhead or his/her representative. Up to two members, including the School District Representative, may live outside Brodhead City limits.

Section 2: Each member shall serve for a term of three years. Terms of office shall be arranged so that no more than two members' terms expire at the same time. Any member may qualify for re-appointment after an interval of three years.

Section 3: The Library Board shall submit suggestions for appointments to the Mayor upon notification of a vacancy. If membership is declined, additional names may be suggested by the Board.

Section 4: In the case of a vacancy in an unexpired term – the procedure in Section 3 above shall be followed.

Section 5: Three consecutive absences by a member who has not duly notified the President shall constitute consideration for replacement.

Article II: OFFICERS

Section 1: The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected at the July meeting to serve for one year. In the case of a vacant office, the Board shall, at the next regular meeting, elect a member to fill the unexpired term.

Section 2(A): The President shall be the presiding officer at all Board meetings.

Section 2(B): Library Director shall prepare an agenda in consultation with the board President. The President shall also preside at Board meetings, and conduct the business of the Board in an orderly and expedient manner.

Section 3: The Vice-President shall preside at all meetings in the absence of the President and may be delegated other tasks by the President. He/she shall be responsible for assisting the Library Director, when necessary, in such library activities as publicity, community programs, and special problems.

Section 4(A): The Secretary shall keep a record of all the proceedings of the Board and send these minutes to each member of the Board and the City Clerk within one week of the meeting per §15-9(D) of the Brodhead City Code. The Secretary shall take care of necessary correspondence and shall notify the Mayor of any vacancy occurring on the Board.

Section 4(B): The Library Director shall work with the Secretary to give public notice of each Board meeting in compliance with the open meeting law.

Section 5(A): The Library Director shall keep a detailed account of the receipts and expenditures of moneys on hand and report thereon annually or when required by any member of the Board. The Treasurer shall have oversight responsibility for all Board-controlled funds held in banks or other depositories designated by the Board.

Section 6: The Board shall further have all powers and execute all duties as stated in the Wisconsin Statutes Section 43.58.

Article III: MEETINGS

Section 1: Regular meetings of the Board shall be held at the library each month. The meetings of the Board shall be held at 4:00 p.m. on the third Thursday of the month. A simple majority shall constitute a quorum.

Section 2: The regular meeting in July of each year shall be the annual meeting.

Section 3: The regular meeting in August of each year shall be the budget meeting.

Section 4: Special meetings may be called by the President at the request of any member of the Board or the Library Director. Advance notice of time, place, and purpose of a special meeting shall be given each member.

Section 5: The following is the suggested order of business:

1. Call to order
2. Motion to approve consent agenda and to deviate from order if necessary
3. Approval of minutes of previous meetings
4. Public Comment
5. Directors Report
 - a. Financial
 - b. Building Updates
 - c. Service Statistics
 - d. Programming Statistics
 - e. Staff and Director's Recent Goals and Tasks
6. Discussion of New Business
7. Discussion of Old Business
8. Future Agendas
9. Adjourn

Section 6: Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board.

Article IV: COMMITTEES

Section 1: Standing committees to serve for one year may be appointed by the President at the annual meeting.

Section 2: Special committees for the study of special problems may 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.

Section 3: Advisory committees may be appointed by the President, with the approval of the Board, to make recommendations to the full library board on policy or procedure for special areas and events. Community members will have term limits of three years; Board members will have one year committee appointments, made at the first meeting following the annual meeting. A five person advisory committee will be made up of two Board members and three community members; a seven person committee will be made up of three Board members and four community members.

Article V: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed for such a term and at such compensation as the Board may determine.

Section 2: The Library Director shall be considered the executive officer of the Board and shall have charge of the administration of the library under the direction and review of the Board.

Section 3: The Library Director shall be held responsible for the care of the building and contents, for the employment and direction of the staff, for the efficiency of the library's service to the public, and the operation of the library under the financial conditions set forth by the Board in the annual budget.

Section 4: The Library Director shall attend all Board meetings, except executive sessions at which his/her appointment, salary, or performance is to be discussed or decided.

Section 5: The Library Director shall prepare an annual report through the Department of Public Instruction including statistical information on resources and services regarding the operation of the library, and a statement of all receipts and expenditures of library funds. Such reports and statements shall be submitted to the Board for approval.

Article VI: AMENDMENTS

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, provided that the amendment has been proposed at the preceding regular meeting.

Article VII: POLICY REVIEW SCHEDULE

Year One (2025)

Date of Review	Policy	Date of Last Review (As of August 2025)
January	Internet Use Policy and Guidelines	January 9, 2025
February	Personnel Handbook	December 12, 2024
March	Personnel Handbook	
April	Display & Exhibit Policy	March 13, 2025
May	Drive-up Drop Box Policy	May 8, 2025
June	Financial Policy	May 8, 2025
July	*Officer Election	
August	*Library Budget	
September	Library Board bylaws	2018
October	Library of Things Policy	December 14, 2023
November	----	
December	----	

Year Two (2026)

Date of Review	Policy	Date of Last Review
January	----	
February	Circulation Policy	May 9, 2024
March	Challenged Materials Policy	June 13, 2024
April	Collection Development Policy	June 13, 2024
May	Meeting & Study Room Policy	July 11, 2024
June	Code of Conduct Policy	August 8, 2024
July	Records Retention Policy *Officer Election	August 8, 2024

August	*Library Budget	
September	Homebound Service Policy	September 12, 2024
October	Patron Registration and Library Card Use Policy	October 10, 2024
November	Photography and Filming Policy	November 14, 2024
December	Policy of Review Timeline	July 10, 2025