C110b Board of Trustees Bylaws
Last revised September 15, 2025.

Article I
Identification

The name of this organization is the Board of Trustees of the Hedberg Public Library, located in Janesville, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II
Board of Trustees

Section 1. Number and Qualifications. The governing body of the library is composed of nine members. These shall include the Superintendent of Schools or his/her representative, an appointed representative from the City Council, and seven other members to represent the city at large. The at-large members shall be appointed by the City Manager, subject to approval by the City Council.

Section 2. Term of Office. Term of office of trustees shall be three years from May of the year of their appointment. Appointments shall be rotated so that no more than three are appointed in any one year. No trustee shall serve more than two full consecutive terms. A former Board member can be re-appointed after a lapse of one year. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office.

Section 3. Disqualifications, Vacancies. Any member who moves out of the city limits shall be responsible for notifying the Board President or Library Director who will inform the City Manager of this change. The Board may recommend that the City Manager consider the position vacant. When any trustee fails to attend at least three consecutive regular meetings of the Board, the Board may recommend that the City Manager consider the position vacant. Trustees shall uphold all existing library and Board policies. The Board may vote to recommend dismissal of trustees who fail to do so. [Such a vote shall be in closed session per Wis. Stat 19.85(1) (f)]

Article III
Officers

Section 1. The officers shall be a president and a vice-president elected from among the appointed trustees at the annual meeting of the board. An officer may serve no

more than two consecutive terms. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the President, with approval of the Board, prior to the annual meeting. This committee will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside and vote at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. 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.

Section 6. The Board will appoint the Library Director or a member of the staff to perform the following secretarial duties:
   Keep a true and accurate record of all meetings of the Board.
   Issue notice of all regular and special meetings.
   Perform such other duties as are generally associated with the office of secretary.

Article IV
Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Regular meetings of the board shall include a period for public comment on library issues.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 4. Special meetings may be called at the direction of the President, or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of five duly appointed members of the Board present virtually or in person except for the May meeting when a quorum of the Board must be present in person.

Section 6. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

Article V
Committees

Section 1. Standing Committees. The following standing committees shall be appointed by the President:

Budget Committee. Responsibilities include but are not limited to development of an annual budget for presentation to the Library Board.

Personnel Committee. Responsibilities include but are not limited to conducting an annual performance evaluation of the Library Director and making recommendations on the Director's salary, and annually reviewing the library's salary plan.

Policy Committee. Responsibilities include but are not limited to regularly reviewing and updating library policies for presentation to the Board.

These committees shall consist of at least three members, the chair to be appointed by the President.

Section 2. Ad Hoc Committees. Ad hoc 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. These committees may consist of staff and community representatives.

Section 3. Advisory Committees. Advisory committees, such as the Art Committee, may be appointed by the President, with approval of the Board, to provide assistance and input to the Board and staff.

Section 4. Committees shall make progress reports to the Library Board as deemed necessary. All members of committees, except ad hoc, will be appointed for rotating 3-year terms. These terms should be staggered.

Section 5. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI
Duties of the Board of Trustees

Section 1. Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

Section 2. Select and appoint a competent library director.

Section 3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4. Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 5. Study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6. Cooperate with other public officials and boards and maintain vital public relations.

Article VII
Library Director

The Library Director shall be considered the Executive Officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the 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. The Director shall attend all Board meetings but shall have no vote.

Article VIII
General

Section 1. Proposed amendments to these bylaws shall be presented for review at a regular meeting of the Board. The bylaws shall be amended by a vote of five or more members of the Board at the next regular meeting of the Board.

These bylaws will be in force upon adoption by the Board of Trustees of the Hedberg Public Library on the 15th day of September 2025.

Approved by HPL Board November 21, 2007
Revised March 17, 2015
Revised February 19, 2019
Revised October 15, 2024
Revised September 15, 2025