

*****ATTACHMENTS*****

Minutes
Mead Public Library Board
Bylaws Committee
Thursday, February 5, 2015

Present: Kathie Norman, Chair, Maeve Quinn, Dolcye Johnson, and Henry Nelson. Staff: Garrett Erickson and Debbie DeAmico

Norman called the Library Bylaws Committee meeting to order at 3:34 pm. Norman determined there was a quorum present.

Approval of the November 14, 2014 Bylaws Committee minutes. Johnson moved to approve the Bylaws Committee minutes for the November 14, 2014 meeting; Quinn seconded motion. The motion passed.

2.1 Discussion and possible action on Approving Library Board Bylaws Document. Norman incorporated all of the changes since the last Bylaws Committee meeting and presented the final document for review. Questions from committee members were in regards to Article II – Section 2 regarding the Sheboygan County Board of Supervisors appointment of a person to serve on the Library Board of Trustees. After discussion it was decided that Article II – Section 2 was correctly worded. In Article VI – Duties of the Board of Trustees section 3 & 4 are new additions to the Bylaws. Quinn mentioned that Article VI is very important for future Board members so they can clearly see what the duties are of the Board of Trustees without having to go to the State Statues and read them.

A motion was made by Nelson to recommend to the Board of Trustees to accept and adopt the revised Bylaws document. Johnson seconded the motion. The motion passed.

2.2 Discussion and possible action to Approve Updated Code of Conduct Policy. Erickson lead the discussion explaining the new copy of the Code of Conduct policy would be more general and easier to read and understand. Johnson asked how the policy would be formatted. Erickson responding that he would ask Helene Capizzi for suggestions to make the document simple to read and understand. Norman stated that the staff should have the discretion to make a determination in regards to the items in the Code of Conduct policy. After reviewing the new Code of Conduct policy suggested changes were made as follows:

- The following behaviors and activities are examples of conduct NOT ALLOWED on Library property:
- Smoking or use of electronic smoking devise **in the Library building and within 25 ft. from the Library's main entrance**
- Bringing **animals in the building except for persons with disabilities as defined in the ADA rules**
- Leaving children under the age of 10 unattended

The following paragraph from the “Code of Conduct – Rev. 3/24/2011” will be inserted after the bullet points in the revised “Code of Conduct”:

Members of the public shall not enter the building unless fully clothed including, but not limited to, a shirt or other covering of their upper bodies and shoes or other footwear. Persons whose bodily hygiene is so lacking as to constitute a nuisance or health hazard to other members of the public or to the staff creating an impediment to the use and/or the provision of Library services shall be required to leave the building.

A motion was made by Nelson to recommend to the Board of Trustees to approve and adopt the updated Code of Conduct policy with the changes. Johnson seconded the motion. The motion passed.

2.3 Discussion of Process for Approving and Posting Employee Benefit Information and 2.4

Discussion of Process for Posting Library Operations Policies. Erickson led the discussion about how to best align benefit policies with the City. Norman stated the board is not obligated to follow the City, but in the case of the \$1,200.00 health insurance opt-out option it would make sense to follow the City's policy. Nelson felt the library policy changes should be sent out each year in an updated bulletin and have the employees sign off that they have read and understand the policy changes. DeAmico mentioned that the minutes of all of the committee and board meetings are sent out to the entire staff at MPL each month and new policies are posted on our MPL website. Erickson responded that Pat Mueller also sends out a summary of all of the meetings pointing out any changes to policies or benefits that have been voted on during the Board of Trustees meetings.

Erickson displayed the MPL website, and he showed the Bylaws Committee the Library Intranet which is hard to read, but all of the information that employees need is listed. Erickson then showed the committee some other library websites. Both Erickson and Norman mentioned the need to redesign our MPL website, and felt that a hyperlink would work well for staff and public to gain access to view documents, policies, rules, etc. as opposed to long PDF documents. Quinn mentioned that all of the staff should receive an email when any changes are made and provide them the link where they can go to read and/or view documents that have been changed. It was suggested by the committee as a whole that "Operations Policies" should be open to the public and library staff, and the personnel policy changes or updated benefits should remain on the library Intranet so that only the staff can view personnel and benefit changes. Quinn stated that she would like to see operational policies brought to the Bylaws Committee for review before presenting to the Board of Trustees.

The Committee discussed the need for future meetings and decided it should meet quarterly unless a meeting is needed sooner.

3.1 Future Mead Public Library – Bylaws Agenda Items

- Continuation of policy review
- Employee Handbook review

3.2 Next meeting time, date, and location. To be announced at a later date.

4.1 Motion to Adjourn: Motion was made by Nelson to adjourn the meeting, Johnson seconded the motion. The motion passed. Norman adjourned the meeting at 4:36 p.m.

<p>Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 11/19/2015</p>
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**BYLAWS OF MEAD PUBLIC
LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 – IDENTIFICATION

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

ARTICLE II - MEMBERSHIP

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariied” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

ARTICLE III – OFFICERS

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for 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 the office of president.
- Section 3. 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 duties and function of the President.
- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library’s debts paid during the current period to the Board at its monthly meeting, or as often as necessary.

Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.

Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.

ARTICLE IV – MEETINGS

Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. 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 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.

Section 3. A quorum for the transaction of business shall consist of a simple majority.

Section 4. The order of business for each meeting shall be determined by the President.

Section 5. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.

Section 6. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).

Section 7. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

ARTICLE V - COMMITTEES

Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.

A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It

shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

- B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.
- C. The Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include duties assigned or referred to it by the Board from time to time. The President shall appoint the chair.

Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES

Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services

Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.

Section 3. The Library Board shall audit and approve all expenditures of the Library.

Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.

- Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.
- Section 6. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all library expenditures.
- Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

ARTICLE VII – LIBRARY DIRECTOR

The Library Director shall be appointed by the Board of Trustees 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 attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

ARTICLE IX - REVIEW

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

Last Official Amendment: October 23, 2008

This Amendment Written: December, 2014

Amended and Approved by the Board: February 26, 2015

Amended and Approved by the Board: November 19, 2015