

*****ATTACHMENTS*****

**Mead Public Library Board
Bylaws Committee
Thursday, November 14, 2014
Minutes**

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 3:30 pm. Norman determined there was a quorum present.

Approval of the October 2, 2014 Bylaws Committee minutes. Johnson moved to approve the Bylaws Committee minutes for the October 2, 2014 meeting; Quinn seconded motion. The motion passed.

Discussion and possible action on updating Gift Policy. After a short discussion on the revised Gift Policy presented by Norman, a motion was made by Quinn to recommend and bring forth the new Gift Policy to the full Board of Trustees for their approval. Norman seconded the motion. Two members voted in favor of the motion with one member voting against. The motion passed.

Discussion and possible action on approving new bylaws document. Norman presented the new Mead Public Library By-Laws document for initial review. In Article II, there was a suggestion that a section be added for the County Board appointment of one library board member. The Library Board President appoints the county representative to the Mead Public Library Board and the County Board subsequently approves (or does not approve) the appointee. There was also discussion in Section 5 in regards to Open Meeting Laws and whether more language was needed. Next, in Article VI – Section 2, there was a discussion of the delegation of duties between the library board and director, specifically in terms of pay scales and the table of organization. Norman will add language based on Wisconsin State Statute 43.58(1) Libraries Powers & duties of the Board of Trustees.

Discussion and possible action on approving administrative orientation document. Erickson explained that the Employee Orientation manual should be a procedural document which is charged to the library administrative staff, rather than the library trustees. After a short discussion a motion was made by Quinn to recommend to the full Board of Trustees the creation of an orientation manual with content pulled from the current employee handbook and responsibility being shifted to library administration for upkeep. Norman seconded the motion with all in favor. The motion passed.

Other Discussion included Henry Nelson informing Maeve Quinn, President of the Board of Trustees, of his desire to be added to the Ad Hoc By-Laws Committee.

Future Bylaws Committee agenda items:

Continuation of Policy review
Employee Handbook review

Adjournment: Motion was made by Johnson to adjourn the meeting, Quinn seconded the motion. The motion passed. Norman adjourned the meeting at 4:50 pm.

**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-librariated” 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 bills and recommend their payment 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:

Code of Conduct - Rev. 3/24/11

Members of the public are to conduct themselves at all times in a manner that is in keeping with the nature of the Library's programs and services, and that does not interfere with others whether inside or outside of the building. For example, the Main Entrance, Foyer, and Lobby are primarily intended as passageways for entering and leaving the building. They are not intended as public gathering spaces.

The Library provides areas in the library building for the public to read, study, select and examine library and other materials, or to participate in related library programs. The Library also provides designated areas in the library building for the public to engage in game playing in a manner that does not involve gambling, disturb others, or interfere with the provision of primary library services. Members of the public who elect to use the Library shall not interfere with the use of the Library by other members of the public or interfere with Library employees' performance of their duties. Simulation of activities prohibited by this Code or by Library Board policy is considered to constitute interference and is prohibited.

No member of the public shall behave in a manner which reasonably can be expected to disturb others. Such behavior includes but is not limited to harassing or annoying others through noisy or boisterous activities, staring at another person, following another person about the building, playing audio equipment so that others can hear it, singing or talking to others or in monologues, using offensive or abusive language, engaging in loud or extensive personal telephone conversations, recording images of Library staff or customers in a manner that disrupts service provision/use or doing so without prior permission in a setting other than a meeting subject to the open meetings law,

intentionally displaying offensive images not appropriate for a public place, or behaving in an unlawful manner. In addition, no member of the public shall establish an office for the advertised purpose of meeting or interacting with others in the public service areas of the Library.

Members of the public who are involved in harassment, including but not limited to sexual harassment, of any member of the staff or the public shall be required to leave the building. In addition, they may be sued or prosecuted in accordance with applicable ordinances or statutes.

Members of the public who refuse to comply with staff directions regarding safety procedures in actual or simulated emergencies shall be required to leave the building or shall be denied readmittance once standard operations resume.

Members of the public shall not consume food or beverages in the library building except in conjunction with library programs or in designated areas. Consumption of alcoholic beverages is prohibited during public service hours. The use and the preparation for use of tobacco products including but not limited to smoking tobacco, chewing tobacco, and snuff is prohibited in the library building. By City ordinance smoking is prohibited not only in the building but also within 25 feet of its main public entrance.

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 create an impediment to the use

and/or the provision of Library services and so shall be required to leave the building.

Members of the public who are involved in stealing, defacing, damaging or altering Library property including but not limited to printed materials, recorded materials, digital resources, electronic equipment and furnishings shall be required to leave the building. In addition, they may be prosecuted per applicable ordinances or statutes.

Public libraries are public forums for the receipt of information. No member of the public shall take any action calculated to prevent or dissuade another member of the public from seeking and receiving information in the library. Nothing in this Code of Conduct is intended to prohibit peaceful petitioning, picketing, and distribution of handbills by the public on the public property surrounding the library building. Such activities should occur in those areas beyond the canopy at the Main Entrance so as to avoid interfering with members of the public entering or exiting the building.

Anyone who disregards these or other rules and regulations of the Library is subject to removal from the building and/or to restriction of library privileges in the manner prescribed by the *Bylaws and Policy Statements of the Mead Public Library Board*.

Adopted by the Mead Public Library Board of Trustees

April 22, 1993

March 25, 1999

July 24, 2003

Last revised March 24, 2011

*Subject to change without notice

In keeping with its mission to enrich, educate, connect, create, and inspire, the Mead Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of the library spaces and resources. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly manner
- Panhandling or soliciting
- Sleeping
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices
- Loitering or interfering with free passage
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing in animals except as required by persons with disabilities (service animals as defined by ADA)
- Refusing to provide library card or other identification to library staff or security guards when requested
- Leaving children under the age of 8 unattended by a responsible person at least 16 years of age
- Trespassing on library property during a banning period.

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.