

## WISCONSIN VALLEY LIBRARY SERVICE

### BY-LAWS

I. There shall be appointed a Director of the Wisconsin Valley Library Service who shall have the responsibility and authority for the administration of WVLS in accordance with the Constitution, the By-Laws, and the policies and regulations of WVLS. Such Director shall be appointed by and directly responsible to the Board of Trustees.

II. Other employees of WVLS shall be hired and dismissed by the Director in accordance with the personnel and budgetary limitations and policies established by the Board.

III. All employees of WVLS shall be directly responsible to the Director for proper performance of their duties.

IV. The Marathon County Public Library is designated as the Resource Library of WVLS, and the headquarters of WVLS shall be established there by agreement between the Boards of the Wisconsin Valley Library Service and the Marathon County Public Library.

V. The Director of WVLS shall attend meetings of the WVLS Executive Committee and the Board of Trustees, and shall present reports of the activities of WVLS, bills for payment, and such other reports and recommendations as may be required by the Committee or the Board.

VI. The Director shall prepare an annual budget for presentation to the Board of Trustees to be considered at its August meeting for final approval by the Board at its September meeting.

VII. The Executive Committee, when necessary for proper operation of WVLS, shall have authority to transfer funds between accounts in the operating budget. Such transfers shall be recorded in the minutes and reported at the next Board of Trustees meeting.

VIII. Expense allowance. Reimbursement for expenses for authorized travel by staff members and board members shall follow federal guidelines. Rate of mileage reimbursement each year will be based on the figure set by the Internal Revenue Service. Maximum meal allowance shall be \$5.00 for breakfast, \$7.00 for lunch, and \$13.00 or dinner. Meals and lodging costs, when authorized, will be reimbursed. Receipts will be required for reimbursement.

IX. An Advisory Committee of Librarians is authorized to be appointed by the Board of Trustees, either alone or in concert with other library related agencies or groups. The members of the Advisory Committee may be reimbursed as indicated in Section VIII for their actual expenses incurred in attending committee meetings.

X. The Board of Trustees is authorized to accept gifts of money, equipment, or library materials. Counties, cities, villages, or towns which withdraw from the Wisconsin Valley Library Service under the provisions of Section 43.18, *Wisconsin Statutes*, shall have no claim to the assets of the Wisconsin Valley Library Service. Such municipalities shall retain title to all property purchased by or for them with grants and aids from the system prior to their departure from WVLS.

XI. The Board of Trustees is authorized to enter into agreements with the State of Wisconsin or the U.S. Government as a condition of applying for and obtaining monies for the further development and extension of services by the Wisconsin Valley Library Service.

XII. When a member of the Board of Trustees has been absent, without notice, from three (3) regular meetings of the Board of Trustees within a year, the Director shall ask the President to talk to the member about such absences. The President shall notify the appointing authority of continued absences, suggesting that consideration be given to a replacement on the Board of Trustees. An attendance report shall be sent to the appointing authority of every member of the Board of Trustees at the end of each calendar year.

XIII. When a member of the Executive Committee has been absent, without notice, from two (2) meetings of the Executive Committee, the President may designate a replacement for the member from the Board of Trustees.

XIV. Board officers may, for sufficient cause, be reprimanded and/or removed from office by a two-thirds (2/3) vote of the Board. Sufficient cause contemplates (but is not limited to) any type of behavior related to misconduct in office which affects the rights and interests of the other Board members, the participating libraries and/or the WVLS staff. *Robert's Rules of Order* (latest revised edition) will be the final authority on procedures in any case of reprimand or removal from office.

XV. The Wisconsin Valley Library Service is designated as the official agency for receiving and disbursing funds of the Service under procedures adopted by the Board of Trustees.

XVI. These By-Laws may be amended at any regular meeting of the Board of Trustees by a majority vote of those present.

*By-Laws last amended by the Board of Trustees on November 12, 2011.*