



I. Mission

Vaughn Public Library is dedicated to providing open access to information, materials and services in a welcoming physical environment that supports, connects and empowers all community members through dynamic collections, applied technology, professional librarianship and compassion.

The library adheres to the principles stated in the Library Bill of Rights and in the Freedom to Read and Freedom to View Statements published by the American Library Association (appendices A, B, and C).

Goals

Community

To build community through services to all residents of the City of Ashland and the surrounding region

To provide a physical environment supportive of collaboration, individual enrichment and group learning that reflects the Ashland area in a commitment to sustainability and the natural world, art and history

To provide a technical infrastructure conducive to 21st Century learning and networking

Collections

To acquire and make available to all residents; books, periodicals, audiovisual and digital media to address their needs to; a) become well informed, b) locate answers to important questions, c) cultivate imaginative and creative expression, d) develop skills for career and vocational advancement and e) enjoy leisure reading, viewing, listening and learning

Service

To maintain a program of service which locates information, guides reading, organizes and interprets material for people of diverse backgrounds, and stimulates thinking and intellectual development in individuals of all ages

To strive consistently to discover new methods and improvements for better service to the library community

To provide continuous professional training and development of library staff

To review annually at the January Library Board meeting the goals of the Vaughn Public Library and, if necessary, revise them in the light of new developments



II. Library Services

The Vaughn Public Library is established under Wisconsin Statute 43 to provide materials and resources for information, entertainment, intellectual development and enrichment of the people of the community. The library will endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to library users.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to library users with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.



III. Bylaws

Responsibilities & Authorities of the Library Board

The name of the organization is the Vaughn Public Library, located in Ashland, 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.

Library board of Trustees

Section 1. Number and qualifications: The governing body of the library is composed of seven members as appointed by the mayor and confirmed by the Ashland City Council as follows: One from the city council, one from the school system and five from the community at large. Not more than two members may reside in adjacent towns per WI statute 43.54. Both Ashland and Bayfield County Board of Supervisors may recommend appointments to represent county users to be approved by the Ashland City Council.

Section 2. Term of Office: The term of office of trustees shall be three years. The expiration of terms shall be staggered with no more than two terms expiring the same year. A term of office exceeding 18 months is considered a full term.

Section 3. Disqualifications and Vacancies: Any member who moves out of the political subdivision she represents shall be responsible for notifying the secretary of the library board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the mayor of the vacancy and by direction of the library board, suggest to the mayor three to five names of qualified persons for the position. A trustee who fails to attend three consecutive meetings of the library board shall set in motion the following procedure for disqualification; the library board president shall notify the mayor, request the disqualification of the trustee and suggest three to five persons qualified to fill the vacancy.

Officers

Note: Section 43.54(2) WI requires library board members to elect a president “and such other officers as they deem necessary.”

Section 1. The officers shall be president, vice president and recording secretary-treasurer, elected from among the appointed trustees at the annual meeting of the library board in January. Any officer may succeed herself once, for a maximum of two consecutive years. Vacancies in an office shall be filled by vote at the next regular meeting of the library board after the vacancy occurs.



Section 2. A nominating committee may be appointed by the president three months prior to the annual meeting to present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they were elected and until a successor is duly elected.

Section 4. The president shall preside at all meetings of the library board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust, endowment funds or special accounts and generally perform all duties associated with that office.

Section 5. The secretary shall keep a true and accurate record of all meetings of the library board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office. The library director, a member of the staff or an outside agency may be designated to perform any or all of the above duties.

Section 6. The recording secretary-treasurer shall be the disbursing officer of the library board, co-sign all checks drawn on trust, endowment or special accounts, sign all vouchers for disbursements from the library fund and perform such duties as generally devolve upon the office. In the absence or inability of the director, the duties shall be performed by such other member of the library board as the library board may designate.

Meetings

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

Section 2. The annual meeting for the purpose of electing officers shall be held at the time of the regular meeting in January of each year. The annual report shall be adopted at the regular meeting in March of each year.

Section 3. All board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (WI Statutes Sections 19.81 to 19.98).

Section 4. The minutes of all meetings shall indicate board members present, all items of business, all motions and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. The order of business for regular meetings shall include but not be limited to the following items:

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| a. Call to Order | e. Continuing Business | b. Statistical Report |
| b. Roll Call | f. New Business | h. Report of Committees |
| c. Approval of Minutes | g. Director's Report | i. Items for Next Month's |
| d. Public Comment | a. Financial Report | Agenda |



Section 6. Special meetings may be called by the secretary at the direction of the president or at the request of four members for the transaction of business. Members must be given 24 hr notice of any special meeting.

Section 7. A quorum for the transaction of business at any meeting shall consist of 4 members of the library board present in person, see 43.54(1)(e).

Section 8. Meetings shall be conducted according to consensus decision making and open meeting law. The objective of consensus decision making is to use discussion, cooperation, collaboration, tolerance and respect during the decision making process so all members provide equal input, recognize compromise and own the process outcomes. In most cases a unanimous agreement will be sought, however at times a final decision may be reached by a super majority or 70% of members present at the meeting. Roberts Rules may be initiated upon the discretion of the library board president.

Library Director

The library director shall be considered the executive officer of the library board and shall have sole charge of administrating the library under the direction and review of the library board. The director shall attend all library board meetings but shall not have a vote. The director, in consultation with the library board;

- shall be held responsible for the care of the buildings and equipment
- for the employment and direction of the staff
- for the efficiency of library service to the public
- for the operation of the library under the financial conditions set forth in the annual budget

Mileage and Expense

Library board members will not be reimbursed for mileage to attend library meetings.

General

Section 1. An affirmative vote of the majority of all members of the library board present at the time shall be necessary to approve any action before the library board.

Section 2. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (4) of the members of the library board shall be present and two-thirds of those present shall so approve.

Section 3. These bylaws may be amended at any regular meeting of the library board by majority vote of all members on the library board provided written notice of the proposed amendment shall have



been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.