

§ 8-6. Library Board.

A. How constituted.

- (1) The Library Board shall consist of seven members who shall be residents of the City of Port Washington. The Library Director shall serve as staff liaison to the Library Board. **[Amended 8-1-2023 by Ord. No. 2023-15]**
- (2) Not more than one member of the Common Council shall at any one time be a member of the Library Board. One member shall be a school district administrator or his representative to represent the school district. The term of office of any Aldermanic representative shall be for one year and commence the third Tuesday of April. Other members shall serve for three years commencing July 1. Members shall be appointed by the Mayor with approval of the Common Council. No compensation shall be paid any member except reimbursement for actual and necessary expenses incurred in performing duties outside the City when authorized by the Board and per diem, mileage and other necessary expenses when authorized by the Board and the Common Council. Members of the Board at the effective date of this section shall complete their original terms. **[Amended 7-18-2023 by Ord. No. 2023-14]**

B. Organization. A majority of the membership constitutes a quorum but the Board may, by regulation, provide that three or more members shall constitute a quorum. Within 30 days after the beginning of the term for regular members, the Board shall organize by the election from its number of a President and such other officers as it deems necessary.

C. Powers and duties.

- (1) The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and of the purchase of a site and the erection of the library building whenever authorized. The Library Board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to or otherwise acquired or leased by the City for library purposes.
- (2) The Library Board shall audit and approve all vouchers for the expenditures of the public library and forward the vouchers or schedules covering the same, setting forth the names of claimants, the amounts of each claim and the purpose for which expended, to the City Administrator with a statement thereon, signed by the Library Board Secretary or other designee of the Library Board, that the expenditure has been incurred and that the Library Board has audited and approved the bill. The City shall then pay the bill as others are paid.
- (3) Any person having a claim or demand against the City growing out of any act of omission of the Library Board shall file with the Library Board a written statement thereof. If the claim or demand or any part thereof is disallowed, the claimant may bring an action against the City.

- (4) Notwithstanding §§ 59.17(2)(br) and 59.18(2)(b), Wis. Stats., the Library Board shall supervise the administration of the public library and shall appoint a librarian who shall appoint such other assistants and employees as the Library Board deems necessary and prescribe their duties and compensation.
- (5) The Library Board may employ competent persons to deliver lectures upon scientific, literary, historical or educational subjects and may cooperate with the University of Wisconsin system, vocational, technical and adult education district boards, the historical society, the Department of Public Instruction, cooperative educational service agencies, school boards and other educational institutions to secure such lectures or to foster and encourage by other means the wider use of books and other resource, reference and educational materials upon scientific, historical, economic, educational and other useful subjects. **[Amended 7-18-2023 by Ord. No. 2023-14]**
- (6) Within 60 days after the conclusion of the fiscal year of the City, the Library Board shall make a report to the City. The report shall state the condition of the Library Board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state separately the condition of the permanent trust funds in the Library Board's control, shall state in detail the disbursements on account of the public library during that fiscal year and shall contain an estimate of the needs of the public library for the next succeeding fiscal year. **[Amended 7-18-2023 by Ord. No. 2023-14]**
- (7) The Library Board may receive, manage and dispose of gifts and donations as follows:
 - (a) All persons wishing to make donations of property for the benefit of the public library may vest the title thereto in the Library Board, to be held and controlled by the Board, when accepted, according to the terms of the deed of gift, devise or bequest. As to such property the Board shall be deemed special trustees.
 - (b) If a gift, bequest, devise or endowment is made to the library, the Library Board may pay or transfer the gift, bequest, devise or endowment, or the proceeds thereof, to the Treasurer of the City, may entrust any funds therefrom to a public depository under Ch. 34, Wis. Stats., or may pay or transfer such gift, bequest, devise or endowment to any member of the Library Board to be selected by the Library Board and thereafter to be known as "Financial Secretary." The Financial Secretary shall hold office only during membership on the Library Board and shall be elected annually at the same time and in the same manner as the other officers of the Library Board. **[Amended 7-18-2023 by Ord. No. 2023-14]**
 - (c) If any such Treasurer or Financial Secretary holds any property belonging to the public library, the Library Board shall require a bond from the

Treasurer or Financial Secretary to the Library Board in such sum, not less than the amount of such property so held by him or her, and with such sureties as the Library Board requires. The bond shall be conditioned in substantially the same form as the ordinary bond required from the Treasurer of the City with the necessary changes.

- (d) The Treasurer or Financial Secretary shall make an annual report to the Library Board showing in detail the amount, investment, income and disbursements from the trust funds in his charge. Such report shall also be appended to the annual report of the Library Board under § 43.58(6), Wis. Stats. **[Amended 7-18-2023 by Ord. No. 2023-14]**
- (e) In the case of a gift for a library building, the Library Board of the City shall have the exclusive right to select and contract for the purchase of a site.