

Cambridge Community Library Board of Trustees  
Special Meeting for February 2025  
On February 5<sup>th</sup>, 2025, at 6:00 pm  
Amundson Community Room

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS -

PUBLIC INPUT (15 minutes maximum)

TRUSTEE INTERVIEWS

Sara Babcock

Matt Gausmann

ACTION AGENDA:

POLICIES

1. Policy for Establishing a Reserve – Write & Approve
2. Library Board of Trustee Bylaws – Review, Edit & Approve
3. Friends of the Cambridge Community Library Bylaws – Review

NEXT MEETING DATE: Wednesday February 12<sup>th</sup> (regular meeting)

Wednesday March 5<sup>th</sup> (policy retreat)

FUTURE AGENDA ITEMS

ADJOURNMENT OF SPECIAL LIBRARY BOARD MEETING

# Developing Essential Library Policies

# 10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “. . . [T]he library board shall supervise the administration of the public library and shall appoint a librarian . . . and prescribe [library employee] duties and compensation.”

## Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

### In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

## Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

**Test #1: Policies must comply with current statutes and case law.** For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

**Test #2: Policies must be reasonable** (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

**Test #3: Policies must be clear** (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

**Test #4: Policies must be applied without discrimination.** For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

## Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6: Evaluating the Director* for recommended procedures for handling any concerns about the director’s performance.)

## Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

## Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)

## **Cambridge Community Library Board of Trustees**

The Cambridge Community Library operates under a Board of Trustees. There are five (5) Board members. Board members are suggested to the Village of Cambridge Board, by the current Library Board, and are appointed by the Village of Cambridge Board. The Cambridge Community Library Board of Trustees operates under the following by-laws:

### **CAMBRIDGE COMMUNITY LIBRARY BOARD**

#### **BY-LAWS**

##### **Article I**

###### **Identification & General Powers**

Section 1. This organization shall be called "Cambridge Community Library Board of Trustees" (the "Library Board") existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Section 2. The Library Board shall audit and approve all expenditures with a copy to be forwarded to the Village Board. After approval of the library budget, the Library Board retains the exclusive control of the expenditures & operating budget.

Section 3. The Library Board shall appoint a qualified Library Director who shall be executive and administrative officer of the Library on behalf of the Library Board and under its review and supervision. The Library Director will be responsible for the hiring, direction, and supervision of staff, the care and maintenance of property, ensuring an adequate selection of books and materials, maintaining effective and efficient library service to the public, and for the Library's financial operation within the limitations of the budgeted appropriation. The Library Director shall report to the Library Board at regular meetings regarding performance of these duties, including hiring or promotion of staff, financial condition and expenditures, significant operational issues or concerns, and special initiatives or activities of the Library.

Section 4. Trustee appointments shall be for three years. After completion of one full term, a trustee may be reappointed for a total of three consecutive terms.

Section 5. A trustee may resign by giving notice to the Library Board president, who shall advise the Library Board of such resignation. When a resignation occurs, a replacement trustee shall be appointed to fill the unexpired term. He/she is eligible for reappointment for a total of three consecutive, three year terms.

Section 6. Trustees shall be allowed three (3) absences from regular meetings within a calendar year. Trustees are expected to notify the Library Director when he/she must miss a meeting. When a trustee's absences exceed the stated allowance, the member may be considered for removal from the Library Board.

Section 7. A trustee may be removed by a majority vote of the Village of Cambridge Board of Trustees. A proposal to remove a trustee may be made to the Village Board by the Library Board Representative (on the Library Board), the Library Director, or by a majority of the Library Board. In addition, a liaison trustee shall be automatically removed if that individual ceases to be affiliated with the liaison organization.

## Article II

### Meetings

Section 1. All Library Board meetings shall be held in compliance with Wisconsin's open meetings law (Wis. Stats. Sections 19.81 to 19.98).

Section 2. Proceedings of all meetings shall be governed by *Robert's Rules of Order*, except when in conflict with these by-laws.

Section 3. Regular meetings shall be held each month at Cambridge Community Library or in the Amundson Community Room. Meetings may also be held virtually, to accommodate public health concerns or other extenuating circumstances.

Section 4. Meeting agendas and notices shall indicate the time, date, and place of the meeting, and shall indicate all subject matters intended for consideration at the meeting.

Section 5. Four of the monthly meetings shall be designated as quarterly meetings, when, in addition to other matters which may properly come before the Library Board:

- February – to receive and approve the annual report of the Library Director
- May – to make recommendations to the Village Board for the appointment of members of the Library Board to take the place of those whose terms expire in July
- July – to elect new officers
- October – to adopt a budget to be submitted to the Village Board with such recommendations and information as may be proper

Section 6. Special meetings of the Library Board may be called by an officer of the Library Board, whenever they may be necessary, or at the written or email request of two or more members; but only such business shall be transacted at special meetings as shall be mentioned in the call. Special meetings may be called on twenty-four (24) hours notice, either in writing or by telephone or email.

Section 7. At the ordinary monthly meetings, three (3) members of the Library Board shall constitute a quorum; but at the quarterly meetings designated in Section 5, no business shall be transacted unless a majority of the Library Board is present. For such quarterly meetings, four (4) members shall be necessary to constitute a majority.

Section 7. The order of business at all meetings of the Library Board shall be as follows:

- a. Roll Call/Call to Order
- b. Introduction of Guests
- c. Public Input
- d. Monthly Reports
  - a. Approval of Previous Meeting Minutes
  - b. Director's Report
  - c. Monthly Stats & Reports
- e. Treasurer's Report
  - a. Monthly Expenses
  - b. Petty Cash Reconciliation
  - c. SCLS Foundation
- f. Village Report
- g. Friends of the Library Report
- h. School District Report
- i. Committee Reports
- j. Action Agenda
  - a. Policies
  - b. Old Business
  - c. New Business
- k. Next Meeting Date & Future Agenda Items
- l. Adjourn

### **Article III**

#### **Officers**

Section 1. The officers shall consist of a president, secretary, and a treasurer. The three officers shall be elected at the July quarterly meeting and shall serve for a minimum of a two (2) year term from the time of their election; but all officers shall hold their position until their successors are elected.

Section 2. The duties of the officers shall be those usually exercised by such officers.

Section 3. The President shall preside at the meetings of the Library Board, and present to the meeting, either in writing or verbally, an agendum containing the matters which, in his/her opinion, should come before the Library Board at each meeting; shall appoint committees, unless otherwise prescribed; and between meetings of the Library Board shall have general supervision of library affairs.



Section 3.1. In the absence of the President, the Treasurer or Secretary will conduct the meetings.

Section 4. 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 other duties as are generally associated with that office.

Section 5. The Treasurer shall review monthly expenses as prepared by the Library Director, and shall perform such duties as are generally associated with that office. In the absence of the Treasurer, his/her duties shall be performed by such other members of the Library Board as the Library Board may designate.

Section 5.1. The Village Clerk shall be responsible for the disbursement of all accounts payable and payroll as indicated by the Library Board.

Section 6. A trustee resigning from the Library Board before his/her term has expired is requested to submit a letter of resignation to the Library Board President at least one month prior to resignation.

Section 7. Standing committees and special committees may be appointed by the President or chosen by the Library Board, and their duties shall be such as are prescribed in the resolution under which they are appointed or elected.

## **Article IV**

### **Amendments and Review**

Section 1. These by-laws may be reviewed at least annually at the January meeting of the Library Board.

Section 2. The by-laws may be amended by the majority vote of the Library Board provided that written notice of all proposed amendments is provided to trustees at least five days prior to the meeting at which such amendment is proposed.

Revised: 1999  
Adopted: 01/05/2000  
Revised: 2005  
Adopted: 02/2005  
Revised: 2016  
Adopted: 01/04/2016  
Revised: 2022  
Adopted: 2022  
Revised: 2024  
Adopted:



**BYLAWS**  
**FRIENDS OF THE CAMBRIDGE COMMUNITY LIBRARY**  
**CAMBRIDGE, WISCONSIN**  
January, 2023

**Article 1. Purpose**

The purpose of this organization shall be to assist the library in developing programs to meet current community needs; to assist in promoting knowledge of, and participation in, library services; and to aid in providing funds to meet special library needs.

**Article II. Officers, Executive Board, Standing Committee Chairs, and the Committee of the Whole**

**Section 2.01 The Officers shall include the President, Vice-President of Membership, Vice-President of Programming, Vice-President of Public Awareness, Vice-President of Fundraising, Secretary and Treasurer.**

- (a) The Officers shall be elected at the Annual Meeting by a majority of those present. Terms shall be for two years. An individual may fill multiple terms if appointed by the Nominating Committee and approved at the Annual Meeting. The President, Vice-President of Programming, Vice-President of Public Awareness, and the Treasurer shall be elected in odd-numbered years. The Vice-President of Membership, Vice-President of Fundraising, and the Secretary shall be elected in even-numbered years. Terms begin immediately following the elections.
- (b) In the event that a position remains open after the annual elections of officers or that an officer resigns in the middle of a term, the President, after seeking the counsel of the Executive Board, shall be empowered to appoint a new officer to fill the remainder of the term. Approval of the new officer shall be sought at the next Annual Meeting.

**Section 2.02 The Executive Board shall include: President, Vice-President of Programming, Vice-President of Membership, Vice-President of Fundraising, Vice-President of Public Awareness, Secretary, Treasurer, and Directors.**

- (a) The Executive Board may add Director positions at their discretion. These positions will provide assistance in fundraising efforts, advocate for the library and the services it provides, and support the Friends' overall purpose. Persons holding Director positions shall be part of the Executive Board and shall hold two-year terms. An individual may hold multiple terms if appointed by the Nominating Committee and approved at the Annual Meeting.

- (b) The Executive Board may add "Liaison" positions at their discretion. These positions will connect the Friends to other committees operating in the community, such as The Steering Committee, the Library Facilities Committee, etc. Persons holding Liaison positions shall be part of the Committee of the Whole.

**Section 2.03 Standing Committee Chairs are those persons in charge of the Craft Fair, the Raffle, the Bake Sale, the Book Sale, the Plant Sale and other fund-raising activities, as well as Nominations and other committees deemed necessary by the Executive Board.**

**Section 2.04 The Committee of the Whole shall be comprised of the Executive Board, The Immediate Past President, the Liaison Positions, and the Standing Committee chairs who meet:**

- (a) At least once a year, or more often, as deemed necessary by the Executive Board.
- (b) To propose new fund-raising activities and programming.
- (c) To discuss, plan and support activities already proposed for the year. From time to time, new fund-raising activities and programs can be added or old ones deleted by vote of the assembled Committee of the Whole.

### **Article III. Duties of Officers**

**The duties of the Officers shall be such as are implied by their respective titles and identified in these bylaws.**

**Section 3.01 The President shall be presiding officer at all meetings of the Executive Board and General Membership. The President shall be an ex-officio member of all committees, except the Nominating Committee. The President shall appoint persons to chair committees and serve in liaison positions and shall sign all notes, agreements, and other written instruments, made out and entered into on behalf of the Friends of the Cambridge Community Library. The President may expend funds up to the amount of \$75 without seeking the approval of the Executive Board.**

**Section 3.02 The Vice President will be responsible for the following duties. Additionally, one of the Vice Presidents shall perform all the duties of the President in the event of death, disability, or absence of the President and such other duties as, from time to time, may be assigned by the President of the Executive Board.**

- (a) The Vice-President of Programming shall, in consultation with the Executive Committee, make arrangements for all programming for the Friends of the Library.
- (b) The Vice-President of Membership shall, in consultation with the Executive Committee, encourage membership in the Friends of the Library by various activities and shall keep a roster of membership.
- (c) The Vice-President of Public Awareness shall, in consultation with the Executive Committee, provide advocacy for the library and promote the activities of the Friends of the Library through their website, social media, newsletter, articles in the Cambridge News, press releases, flyers, and posters.
- (d) The Vice-President of Fundraising shall, in consultation with the Executive Committee, oversee the various fundraising activities of the Friends of the Library to ensure that Standing Committee Chairs have the resources they need to effectively run their event.

**Section 3.03**        **The Secretary shall attend all meetings of the Executive Board and General Membership and keep minutes of the proceedings. The Secretary shall have custody of the records, the original copy of the bylaws and all amendments, and shall take care of any correspondence. The Secretary will provide a substitute if unable to attend a meeting. The Secretary will act as historian for the organization.**

**Section 3.04**        **The Treasurer shall attend all meetings and shall keep full and accurate accounts of receipts and disbursements and shall deposit all monies in the name, and to the credit, of the organization in such depositories as may be designated by the Executive Board or whenever they may require it. The Treasurer will provide a full financial report annually and this report will be audited at the end of the fiscal year by an auditing committee comprised of two members of the community.**

**Section 3.05**        **The Treasurer shall, from time to time, recommend investments for surplus funds whenever the amount of surplus funds exceeds the projected expenses for the remainder of the fiscal year. Investment of surplus funds requires the approval of the Executive Board.**

#### **Article IV. Meetings**

**Section 4.01**        **Unless otherwise authorized by the Executive Board, the annual election and business meeting of the members shall be held within the first quarter of each year on a date to be determined by the Board. A simple**

majority of those present shall be required to approve matters of business.  
(Exception – See Article VI)

**Section 4.02** A simple majority of the Executive Board shall constitute a quorum.

**Section 4.03** The Executive Board shall meet a minimum of four times per year. The fiscal year shall be the same as the calendar year.

**Section 4.04** A special meeting of the organization may be called at any time by the Executive Board. Committees may meet as often as deemed necessary by their respective chairs.

**Section 4.05** Notice of any meeting of the members, annual or special, stating the time, date, and place where it is to be held shall be given by letter, newsletter, or public media.

**Section 4.06** All meetings of the Executive Board or the Committee of the Whole shall be conducted, according to, and governed by, Robert's Rules of Order.

## **Article V. Memberships and Dues**

**Section 5.01** All persons or organizations interested in being "Friends of the Library" are welcome as members.

### **Section 5.02 Dues**

(a) Annual dues for classes of membership are:

\$5.00

\$15.00 (this level was added since 2007 by laws – do we need to approve?)

\$25.00

\$50.00

\$100.00+

**Section 5.03** Dues are payable on or before April 1<sup>st</sup> of each year. The membership year runs from April 1 to March 31. Dues may be changed at any annual meeting. The Executive Board will review the dues structure annually prior to the Annual Meeting.

**Section 5.04** The organization shall encourage donations and bequests for its future success at any time.

**Article VI.** It is the investment strategy of the Friends of the Cambridge Community Library to provide funds for current and future needs of the library. To this end, surplus funds may be invested in financial instruments that include but are not limited to Certificates of Deposit (CDs), money market funds, bond funds, and mutual funds, with the financial goal of capital preservation and growth, and with due regard to associated market risks. Withdrawal of funds from approved investments shall require a two-thirds majority vote of the Executive Board.

**Article VII. Amendments**

These bylaws may be amended at the Annual Meeting of the organization by a two-thirds majority vote of the members present or at a special meeting called for such a purpose.

**Article VIII. Dissolutions**

Upon dissolution, the net assets of the corporation, if any, shall be transferred and set over unto such corporations, funds or associations organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes, as the Executive Board shall then determine.