

PUBLIC NOTICE

Meeting: Library Board
Tuesday, January 14, 2020
6:00 p.m. - 12808 W. Hampton Avenue

PLEASE TAKE NOTICE that a regular meeting of the Butler Library Board will be held on the 14th day of January, 2020 at 6:00 p.m. at the Butler Public Library, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll Call
2. Persons Desiring to be Heard (3 minute limit per person)
3. Consideration of Minutes: December 10, 2019
4. Communications
 - 4.1. Introduction to Liz Glaser, MLIS, Librarian
 - 4.2. ALA (American Library Association) Legislative Update
 - 4.3. 2020 Meeting topics
5. Financial Report
 - 5.1. Monthly Report
 - 5.2. PC Reservations funding for installation costs
6. Report of the Director
 - 6.1. Q/A on written reports (weekly and monthly)
7. Old Business
 - 7.1. Discussion and decision on Scheduling our Strategic Planning session
 - 7.2. Update on Community Information Gathering results
 - 7.3. Discussion and decision on installing PC Reservations system
8. New Business
 - 8.1. Discussion and committee appointments for Bylaws revision
9. Future agenda items -- discussion
10. Schedule next meeting
11. Adjournment

Dated: January 5, 2020

Jodi Kessel Szpizar
Director

Charlene Benjamin
President

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice

Minutes of Butler Public Library Board Meeting
Dec.10th , 2019

Minutes not formally approved until Library Board Meeting Jan. 14th, 2020

Meeting was called to order by President C.Benjamin– 6pm

Members present –

Jodi Kessel Szpizar (Director), Roger Benjamin, Tom Sardina , Charlene Benjamin(President),
Teri Stegemeyer, Georgeane Szczygieski, Michael Bates
Excused, Mary Jablonski

Persons desiring to be heard:

None

Consideration of Minutes: Nov.12th 2019 Motion by Sardina to accept minutes, seconded by Bates . Motion carried unanimously.

Communications

- a. Presentation via videolink with John McCabe of EnvisionWare regarding PC Reservations, will revisit subject in January
- b. C. Benjamin did a webinar regarding the US Census.
Grateful patron sent a nice thank-you note.

Financial Report

Monthly expenditure--\$11,778.88., YTD \$93,535.69, Remaining \$13,407.31(87.46%spent)

Motion by R.Benjamin to accept finances, seconded by Sardina. Motion carried unanimously

Motion by Bates to approve library staff appreciation gifts, seconded by R.Benjamin, motion carried unanimously

Report of the Director

- a. Interviewing will begin soon for new Libr.Assistant

Old business – Motion by Szczygieski to add July 3rd 2020 as official holiday , seconded by Sardina. Motion carried unanimously.

New business –

Motion by Stegemeyer to accept 2020 Annual Addendum to Bridges Library System Agreements , seconded by Sardina. Motion carried unanimously.

Motion by Bates to institute an Invoice Review Process, seconded by Szczygieski, motion carried unanimously

Motion by Sardina seconded by Szczygieski to approve C.Benjamin as President, Bates as Treasurer and Stegemeyer as Secretary. Motion carried unanimously.

Future agenda items to include forming committees.

Schedule next meeting –Jan.14th 6pm

Motion to adjourn at 7:25 pm Sardina, seconded by Bates , motion carried unanimously

Submitted by: Stegemeyer

Jodi Kessel Szpizar

From: Charlene Benjamin <cmbenjamin601@gmail.com>
Sent: Sunday, January 5, 2020 3:36 PM
To: Jodi Kessel Szpizar
Subject: Fwd: Our Hard Work Paid Off! ALA Legislative Update

Here's the article about funding that I would like to include in our January Board packet.

Regards,
Charlene

----- Forwarded message -----

From: **WLA ALA Councilor** <wla@memberclicks-mail.net>
Date: Fri, Dec 20, 2019 at 3:21 PM
Subject: Our Hard Work Paid Off! ALA Legislative Update
To: <cmbenjamin601@gmail.com>

Congressional appropriators needed overtime to complete the FY2020 budget, but the result brought good news for libraries: a \$10 million increase for the Institute of Museum and Library Services (IMLS), including \$6.2 million for the Library Services and Technology Act (LSTA)—the largest increase in LSTA funding in 12 years! The final federal spending bill also includes increases for other library programs. The budget bill now heads to the president, who is expected to sign it. For the third year in a row, we get to celebrate a win because of all of the library advocates that called, emailed, tweeted, and met with their members of Congress in Washington, D.C., and at home. Make sure to send your representatives a thank you note for their support!

Here are the details about the appropriation:

Congress appropriated \$252 million for IMLS, including a \$6.2 million increase dedicated to LSTA. Highlights from the \$195.4 million for LSTA include:

- \$166.8 million for LSTA Grants to States (\$160.8 million in FY2019)
- \$5.3 million for LSTA Native American Library Services (\$5.1 million in FY2019)
- \$10 million for LSTA Laura Bush 21st Century Librarian grants (\$10 million in FY2019)
- \$13.4 million for LSTA National Leadership for Libraries (\$13.4 million in FY2019)

Overall funding for the Department of Education increased by \$1.3 billion, raising its total budget to \$72.8 billion. The Innovative Approaches to Literacy (IAL) program, another priority for ALA, also escaped the White House's original proposed elimination and received \$27 million for FY2020, the same level as last year. Other library-eligible programs received increases:

- \$1.21 billion for Title IV Part A Well-Rounded Education (\$1.17 billion in FY2019)
- \$192 million for Striving Readers Comprehensive Literacy Grants (\$190 million in FY2019)
- \$1.25 billion for 21st Century Community Learning Centers (\$1.22 billion in FY2019)
- \$16.3 billion for Title I Grants to Local Education Agencies (\$15.9 billion in FY2019)
- \$2.13 billion for Title II Supporting Effective Instruction (\$2.06 billion in FY2019)

Other programs receiving increases include the Library of Congress, National Library of Medicine, Carl D. Perkins Career and Technical Education Act, National Endowment for the Arts, and National Endowment for the Humanities.

Happy Holidays,

2020 meeting topics – plan. *The following is a tentative schedule of topics for 2020 meetings. This list is **not** set in stone. I expect additions, changes, deletions as our work as a Board grows and develops. It is a starting point only...don't hesitate to ask, disagree, or contribute!*

Month	Information/Education	New Business
January	Introduction to Liz Glasser, Librarian	Bylaw revision committee PC Reservations decision
February	Introduction to Melissa Paap-Young, Youth Librarian	Chapter 7, Trustee Essentials
March	Introduction to Jodi (her position and duties, as well as course-work and preparation)	Strategic Plan review Committees
April	Introduction to Library Assistant tbd Chapter 7, Trustee Essentials	Term reviews Fine-free decision – children's materials
May	Introduction to Library Assistant tbd Budget Process – Library & Village	Performance Review Process
June	Introduction to Library Assistant tbd Trustee Training Week	Preliminary budget review with Library Board
July		Deliver Perf Review to Jodi Review 2021 budget
Aug	Library Bill of Rights	Approve 2021 budget to go to the Village
September	Weeding Process discussion Advocacy (for the Library, with Legislators, maybe even Trustees)	Volunteer Group development
October		Book Mobile expansion possibilities
November		
December		2020 in review – annual report to Village

December 2019			2019 YTD	Current	2019	% Spent
Fund Account #	2019 Library Budget 800 Fund	2019 Budget	Money Spent	Month (December 2019)	Remaining Balance	
800-55100-50110	Library Salaries & Benefits	\$60,548.00	\$55,583.95	\$4,540.98	\$4,964.05	91.80%
800-55100-50120	FICA/Medicare	\$4,632.00	\$4,368.17	\$357.71	\$263.83	94.30%
800-55100-50123	Retirement Contribution	\$2,288.00	\$1,516.43	\$134.99	\$771.57	66.28%
800-55100-50124	Group Life Insurance Premium	\$214.00	\$76.69	\$5.06	\$137.31	35.84%
800-55100	Library Salaries & Benefits	\$67,682.00	\$61,545.24	\$5,038.74	\$6,136.76	90.93%
800-55200-50126	Travel/Training/Meetings	\$950.00	\$349.01	\$45.24	\$600.99	36.74%
800-55200-50127	Membership Dues	\$125.00	\$72.00	\$0.00	\$53.00	57.60%
800-55200-50134	Utilities	\$8,000.00	\$6,676.15	\$758.27	\$1,323.85	83.45%
800-55200-50135	Telephone/Internet	\$1,550.00	\$765.84	\$28.34	\$784.16	49.41%
800-55200-50136	Office Supplies	\$600.00	\$1,635.30	\$1,164.61	-\$1,035.30	272.55%
800-55200-50137	Postage	\$50.00	\$55.76	\$11.00	-\$5.76	111.52%
800-55200	Library Administration	\$11,275.00	\$9,554.06	\$2,007.46	\$1,720.94	84.74%
800-55300-50162	Contracted Services	\$9,250.00	\$8,930.42	\$376.84	\$319.58	96.55%
800-55300-50163	Technology Maintenance	\$2,000.00	\$6,188.07	\$524.48	-\$4,188.07	309.40%
800-55300-50164	Computer Equipment/Maintenance	\$200.00	\$66.84	\$17.98	\$133.16	33.42%
800-55300-50165	Copier Maintenance	\$900.00	\$638.51	\$50.00	\$261.49	70.95%
800-55300-50166	Material Processing/Repair	\$600.00	\$932.28	\$8.20	-\$332.28	155.38%
800-55300-50167	Housekeeping Supplies	\$300.00	\$30.90	\$15.99	\$269.10	10.30%
800-55300	Library Equipment/Maintenance	\$13,250.00	\$16,787.02	\$993.49	-\$3,537.02	126.69%
800-55400-50168	E-Book Contribution	\$537.00	\$537.00	\$0.00	\$0.00	100.00%
800-55400-50169	Shared Databases/Licenses	\$460.00	\$460.00	\$0.00	\$0.00	100.00%
800-55400-50170	Special Event Programming	\$300.00	\$355.08	\$0.00	-\$55.08	118.36%
800-55400-50172	Patron Programs	\$485.00	\$301.09	\$23.26	\$183.91	62.08%
800-55400-50179	CAFÉ Member Charge	\$3,603.00	\$3,603.00	\$0.00	\$0.00	100.00%
800-55400	Library Programs & Services	\$5,385.00	\$5,256.17	\$23.26	\$128.83	97.61%
800-55500-50171	Library Magazines/Newspapers	\$850.00	\$1,007.77	\$45.00	-\$157.77	118.56%
800-55500-50173	Adult Collection	\$3,000.00	\$3,479.53	\$552.87	-\$479.53	115.98%
800-55500-50174	Youth Collection	\$4,500.00	\$4,739.33	\$172.61	-\$239.33	105.32%
800-55500	Library Collection	\$8,350.00	\$9,226.63	\$770.48	-\$876.63	110.50%
	Contingency	\$1,001.00	\$0.00	\$0.00	\$1,001.00	0.00%
Fund 800 Library Totals		\$106,943.00	\$102,369.12	\$8,833.43	\$4,573.88	95.72%
January 2020 for December 2019						
Transactions from December 2019 paid in January 2020		Not Balanced with Village Yet		\$3,002.17	\$1,571.71	
				Dec 2019 paid in Jan 2020	Amount to go to Reserves	
Library Income	Budget	\$12,386.00	YTD Deposited	\$13,572.71	Mo. Deposited	\$1,257.45
					Balance Needed	-\$1,186.71
						109.58% Collected

January 14, 2020

Director's Report

Staff – Andy Kristensen began working at the library January 2nd. He will work a couple of Saturdays a month as well as cover and fill in when needed.

Bridges/Alliance of Public Librarians (APL) – from the minutes of the **November 8th** meeting:

Business discussed – management of collections, APL officers for 2020, the wide and varying differences between libraries and their municipal budgets, and income and expenditure breakdowns, potential for Bridges Board management software, and a discussion on program attendees recording a program. No formal action was taken on any of these items.

December 13th meeting in Oconomowoc – Business and Discussion

- a. Bridges APL representatives for 2020 Bridges System Board meetings. Alli Chase (EA) and Brittany Larson (MS) volunteered to be in the rotation with Betsy Bleck (OW).
- b. Final slate of APL Officers for 2020 presented approved to be voted on at January 10, 2020 meeting
Brittany Larson (Muskego) – President.
Eric Robinson (Fort Atkinson) – Vice President
Adele Loria (Sussex) – Secretary.
- c. Clarification of APL's Form of Organization timing of Officer transition dates – it was determined that Gerard (current President) would put forth the January agenda and that after the APL officer election at the January meeting, Brittany Larson would assume the presidential duties at the meeting.
- d. Portal training for Bridges Board and APL - Connie Meyer demonstrated the new meeting management software called Board Effect. It will be a portal that will have a Bridges Board view and an APL view to help manage agendas, minutes, and document storage. Betsy Bleck asked if there was the potential for individual member libraries to enter into a co-op agreement to utilize the software for board meetings. Connie Meyer indicated the potential down the road, but the company did not indicate at this time if there would be any pricing advantage since additional information would need to be provided for analysis. Meyer suggested that's a future conversation after library directors have had some time to work with the software.
Board Effect is currently being used beginning with our January meeting.

Next meeting **Friday, January 10th in Waukesha**

Café Council Meeting - update that they are still working out the details for a mobile app. Report on using US Postal Service databases to verify addresses in Café database. Determined it is fairly time intensive and somewhat challenging. We won't be utilizing it. Approved to add a Milwaukee Child patron code that will have the same parameters as each library's Child patron code.

Next meeting March 24, 2020

Technology Update – working with Taylor to schedule a day to finish the install. Public computers #9-12 will be removed from service January 14th. Signs have been posted and patrons are being informed. Our current Equipment Policy has a time limit of 3 hours for patrons, and 1 hour for guests for computer use. With the removal of #9-12 we will be monitoring and enforcing time limits as needed.

Building – status quo

Friends – status quo, no meeting scheduled at this time

Programming

- Calendar for January attached
- Milwaukee Lionel Railroad Club Display Saturday, January 11th 10:30-2:00
- Red Cross Blood Drive – Monday, January 13, 2020
- Sustainable Living through Plastic Reduction – presented by Malia Chow – Thursdays, January 9th and 30th, and February 13th. Possible to do more if the interest is there.
- Hospice Care (Luther Manor) – Thursday, February 5th 11:00am
- Valentine’s Day Card Making – Thursday, February 6th 6:00 pm
- Welcome to Medicare – Monday, February 24th at 1:00 pm
- Back to Nature – Parent Talk by Tiffany Grinker OT – Thursday, March 5th 6:30pm
- *Go, Gwen, Go: A Family’s Journey to Olympic Gold* author visit. This is a book written by Gwen Jorgensen’s mother, Nancy Jorgensen, and her sister Elizabeth Jorgensen, all from Wisconsin. Nancy and Elizabeth will be here to talk about the book. We have ordered a copy. Opportunities for book purchase and signing will be available.
- 10 Common Garden Problems and How to Solve Them – The Wisconsin Vegetable Gardener, Thursday, April 9th at 6:30 pm

Active Library Cards Accounts expired for 3 years, and not owing any money for replacement costs of items, get deleted from the system. Any expired card that owes less than \$100 in fines (not replacement costs) to any library can be deleted by the registered library (Butler). This is system wide.

	2017	2018	11/2/2019	12/2/2019	1/9/2020
Adult			726	727	712
Business			3	2	2
Child			198	199	198
ILL			97	100	100
Milwaukee County			45	43	42
Staff			5	5	5
Student			17	22	22
Teacher			6	6	6
	1677	1365	1097	1104	1087

Programming	2019	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (0-11) (all attendees)														
Storytime (Wed)		33	40	48	41	49	65	63	47	48	49	40	39	562
Crafterday (2nd Sat)		7	1	7	0	0	0	0	0	0	0	0	0	15
Lego Club (last Thurs)		n/a	10	0	16	16	13	11	8	10	13	3	9	109
Popcorn and a Movie		0	2	11	0	0	0	0	0	0	0	0	0	13
Little Miss Ann (6-21)							17							17
Snake Discovery (7-12)								45						45
Mad Science (7-26)								23						23
Wrap Up Summer Reading Party (7-31)								25						25
Bird Talk (9-12)										31				
Children's Totals		40	53	66	57	65	95	167	55	89	62	43	48	840
Young Adult (12-18)														
Teen Activities - Discontinued in March		0	0	0	0	0	0	0	0	0	0	0	0	0
Young Adult Totals		0	0	0	0	0	0	0	0	0	0	0	0	0
Adult (All Ages)														
Recipe Club (1st Wed)		5	2	2	7	3	3	5	3	0	4	2	0	36
Lionel RR Club Display(1-12)		45												45
Blood Drive(2-4)(5-21)(8-5)(10-14)			34			52				25				148
Valentine Party(2-14)			37											37
Welcome to Medicare (2-18) (5-13) (8-12 (11-4)			5			5			4			2		16
Indian Cooking(2-21) & (7-25)			27					15						42
Growing Great Tomatoes (3-21)				12										12
History of Butler(3-23)				19										19
Anniversary Celebration(4-4)					40									40
The <i>Endurance</i> presentation(5-16)						26								26
Coffee with a Cop (5-23)						20								20
Scam Presentation by BPD (6-13)							4							4
Waukesha Civic Senior Players (7-22)								11						11
Growing Garlic & Putting Garden to Bed for Winter (8-29)									9					
Traditional Turkish Water Marbling (Ebru) (10-12)											16			16
Victorian (Early) Afternoon Tea (10-19)											16			16
NanoWriMo - every Thursday evening 5:30-7:30 in November												8		8
Honor Flight Speaker and Vet (12-5)												6		6
Bob Ahal-Honor Flight Vet (12-7)												0		0
Santa & Mrs. Claus(12-12)													57	57
Adult (all ages) Totals		50	105	33	47	106	7	31	41	0	73	12	63	568
Monthly Programming Totals		90	158	99	104	171	102	198	96	89	135	55	111	1408

2018= 381

2018= 326

2018= 707

	2018	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors	2019	2348	2016	2057	2115	2136	2256	2301	2439	1950	2328	2044	1640	25,630
	2019	1850	1886	2162	2229	2222	1914	1923	1778	2204	2345	1846	1920	24,279
Circulation														
Adults	2019	1282	1331	1285	1453	1352	1402	1647	1710	1340	1717	1642	1582	17,743
	2019	1688	1612	1623	1774	1668	1829	2146	1905	1772	1829	1660	1642	21,148
Childrens	2019	854	922	695	816	751	977	1067	980	1056	1050	927	821	10,916
	2019	838	959	1081	1018	1136	1339	1283	978	1251	1312	1095	1180	13,470
Total Circulation	2019	2136	2253	1980	2269	2103	2379	2714	2690	2396	2767	2569	2403	28,659
	2019	2526	2571	2704	2792	2804	3168	3429	2883	3023	3141	2755	2822	34,618
E-Books	2019	59	72	54	41	52	76	54	88	75	76	57	63	767
	2019	82	47	97	77	68	73	79	77	74	82	50	87	893
Total Circ with E-books	2019	2195	2325	2034	2310	2155	2455	2768	2778	2471	2843	2626	5288	32,248
	2019	2608	2618	2801	2869	2872	3241	3508	2960	3097	3223	2805	2909	35,511
New Library Cards	2019	n/a	7	12	9	15	26	36	17	8	16	18	3	167
	2019	8	18	23	14	16	38	24	18	18	24	10	8	219
Computer Use	2019	324	344	348	312	322	375	373	434	301	391	343	322	4,189
	2019	245	337	285	357	324	323	421	434	355	370	331	282	4,064
Conference Room														
Scheduled/Occupied	2019	14	16	22	22	23	15	16	19	12	14	15	10	198
	2019	14	9	13	13	10	12	16	14	14	23	12	18	168
Patrons	2019	59	47	74	61	58	54	43	41	4	39	58	22	560
	2019	89	48	41	68	53	64	76	37	26	65	55	41	663

Target #

28,717

84.55%

Of Goal

31,216

110.90%

Of Goal

YTD Dec 2017-2018			YTD DEC 2018-2019	
Jan to Dec 2017 Grand Total w/o inhouse & ILL	29,160		Jan to Dec 2018 Grand Total w/o inhouse & ILL	28,503
Jan to Dec 2018 Grand Total w/o inhouse & ILL	28,503		Jan to Dec 2019 Grand Total w/o inhouse & ILL	34,314
difference	-657		difference	5,811
% difference	-2.25		% difference	20.39%
2017 Grand Total w/o inhouse & ILL	29,160		2019	34,314
2018 Grand total w/o ILL & inhouse	28,503		2018	28,503
difference	-657		2017	29,160
% difference	-2.25		2016	32,158
			2015	30,195
			2014	32,373
			2013	32,531
			2012	32,310
			2011	31,280
			2010	28,563
			2009	25,595
			2008	13,158

Butler Public Library

January 2020

12808 W. Hampton Avenue
Butler, WI 53007
262-783-2535

www.butler.lib.wi.us
Facebook: ButlerPublicLibraryWI

January 2020 Events

- **Storytime with Melissa-Wednesdays at 10:30**
January 8th-Yeti Fun
January 15th -Cats Everywhere
January 22nd-Snowflakes
January 29-Clifford the Big Red Dog
- **Sustainable Living through Plastic Reduction**
January 9th, 30th, and February 9th at 6:30pm
Malia Chow leads this series, which offers a realistic and integrative approach to daily lifestyle changes we can make to improve our well-being as a planet and people.
- **MKE Lionel Railroad Club Display**
Saturday, January 11th from 10:30-2:00
Members of the club will be here with a model train display. Come check it out and ask questions!
- **Red Cross Blood Drive**
January 13th from 1-6pm
For an appointment call 1-800-RED CROSS (1-800-733-2767) or visit redcrossblood.org and enter sponsor code: Butler Library

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		December 31st Closing at 4:00pm	1 Library Closed	2	3	4
5 CLOSED	6	7	8 10:30 Storytime	9 1:00 Butler Stitching Group 6:30 Sustainable Living	10	11 10:30-2:00 MKE Lionel RR Club Display
12 CLOSED	13 1-6pm Red Cross Blood Drive	14 6:00 BPL Board Meeting	15 10:30 Storytime 5:30 Men's Book Club	16 1:00 Butler Stitching Group	17	18
19 CLOSED	20	21	22 10:30 Storytime	23 1:00 Butler Stitching Group 6:30 Lego Club	24	25
26 CLOSED	27	28 5:00 Women's Book Club	29 10:30 Storytime	30 1:00 Butler Stitching Group 6:30 Sustainable Living	31	

BUTLER LIBRARY BOARD BYLAWS

ARTICLE I. TRUSTEE MEMBERSHIP

Pursuant to the requirements of the Statutes of the State of Wisconsin 43.54 and 43.58, there is hereby created a Library Board for the Village consisting of seven (7) members. Membership shall consist of one (1) Village Trustee and six (6) citizens appointed by the Village President, subject to confirmation by the Village Board. One member will be appointed by the Village President to represent the school district in which the library is located. Terms of such members shall be from May 1st in the year of their appointment until April 30th of the following year and thereafter each regular appointment shall be for a term of three (3) years. Not more than one (1) member of the Village Board shall at any one (1) term be a member of the Library Board. Citizen members shall be appointed by the Village President, subject to confirmation by the Village Board. The Trustee member shall be appointed annually by the Village President, subject to confirmation by the Village Board.

May - April

Do we want to add that the library board and library staff can - or should recruit new members?

ARTICLE II. OFFICERS AND ELECTIONS

Section 1. The officers of the board shall be a President, a Secretary and a Treasurer. The terms of the members will be from May 1st

Section 2. Terms of office shall be for two years. An officer may serve for more than one consecutive term in the same capacity with a majority vote of the members present at the annual meeting provided there is a quorum.

Section 3. The officers shall be elected at the annual meeting of the Board each April and shall remain in office until their successors are elected. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

Section 4. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles. The President has the right to be a member of all committees.

Planner language needed

Section 5. As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within thirty (30) days after the time designated in this Section for the beginning of terms, (the members of the Library Board shall organize by election from among their number a President and such other offices that they deem necessary to prescribe and adopt rules and regulations for the operation of the library.

ARTICLE III. MEETINGS

Section 1. The Library Board shall meet regularly each month or at the discretion of the President. Annual meetings will be held in May when needed for Officer Elections. Elections will be by nomination in a secret ballot.

Section 2. Special meetings may be held at any time at the call of the President, or upon request of two members, for the transaction of business as stated in the call, provided notice thereof be given to each member of the Board at least seventy-two hours in advance of the special meeting.

Section 3. A quorum at any meeting shall consist of a simple majority of those members (4) who are properly appointed and confirmed.

Section 4. The order of business may be as follows:

- Call to order
- Minutes of previous meeting
- Communications
- Friends of the Library Report
- Director's report
- Financial Report
- Committee Reports
- Unfinished business
- New Business
- Adjournment

Section 5. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board.

handout

ARTICLE IV. COMMITTEES

In all instances, the Board shall act as a committee of the whole, except in such cases when it may seem more advisable, or expedient, for the President to appoint a special committee to accomplish a particular undertaking.

ARTICLE V. GIFTS

The Board shall be considered as special trustee for all gifts of personal property, real estate and financial donation and shall have the right to hold title thereto, according to the terms of the gift, provided such terms are acceptable to the Board.

Has this been the Board? or friends?

ARTICLE VI. DIRECTOR

9
The Director/Designee shall have sole charge of the administration of the library under the discretion and review of the Board. The Director shall be responsible for the care of the facilities and equipment, for the direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all board meetings.

ARTICLE VII. BUDGET

I think we need to improve this language. The Director has to be a part of the budget process.

The Library Board shall, prior to ^{date?} October 1st in each year, prepare a detailed estimate of the expenditures by the Board during the ensuing calendar year together with an estimate of the income from all sources to be derived during the calendar year, and transmit the same to the Village Board. The Village Board shall include in the Village budget for the ensuing fiscal year such sum for library purposes as it shall deem necessary.

ARTICLE VIII. AMENDMENTS

Amendments to these by-laws may be made by a unanimous vote of the members present at any regular meeting; provided that the proposed changes have been stated in the call for the meeting; and further, provided that such call is issued to the membership at least five (5) days prior to the regular meeting.

ROBERT'S RULES OF ORDERS CHEAT SHEET

PREPARED BY FORSMALLNONPROFITS.COM

PART I—VOTING

Motions

Here is an overview of how votes are taken under *Robert's Rules of Order*, especially as they are frequently used by small nonprofits:

First, someone makes a "motion." A board member could say, "I move to adopt the budget as presented."

The next step: Someone "seconds" the motion. This is what allows the board to consider something for a vote. (The board secretary should record the names of the originator of the motion and the second.) If no one chooses to second the motion (which is unlikely but possible), it's dropped and nothing happens.

At this point the board discusses the motion. *No other business of the board can happen until the motion has been resolved.* (In *Robert's Rules of Order*—speak, the motion is considered "privileged.")

Resolving Motions

How is a motion resolved? Generally by a vote.

After discussion, the board president will say, "Seeing no other questions or comments... all those in favor of the motion, please signify by saying 'Aye.'" Then everyone in favor votes. "All opposed, please signify by saying 'Nay.'" Then everyone against the motion votes. (The board secretary records the results.)

In a small board meeting, this kind of voice vote is usually enough for the president and the secretary to tell whether a vote has passed, and who voted on which side. But sometimes it's not clear. If either the president or the secretary is unsure, they should ask for a roll-call vote in which everyone gives their vote one at a time so there is no confusion.

The two results of the vote are simple to understand: a motion can be approved (the majority vote for it), or it can be defeated (the majority vote against it).

A note on abstentions

Sometimes a board president will say at this point, "Abstentions?" Someone who has a conflict of interest might voice their name here. Unless you have a specific reason for abstaining, you should vote for or against the motion and not sit it out. Even if you don't like either option, voting is part of your job.

After votes have been counted, the board chair should say something like “The motion passes” or “The motion fails” for absolute clarity. No one should be in doubt about what happened.

Sometimes, though, a motion can be resolved without a vote if the board votes to “table” it, which means the board instead votes to postpone further consideration of the motion until a later meeting.

Technically, “tabling” a motion is not in Robert’s Rules of Order. The book has a different word for doing that. But “tabling” is so universally used that you may as well know it, and expect its use.

PART II—ADAPTATIONS OF ROBERTS RULES YOU WILL LIKELY ENCOUNTER

In addition to “tabling” motions, nonprofits fudge on Robert’s Rules in some other ways you should be prepared for.

Discussion before a motion, not after.

Almost all nonprofits will discuss a topic for a while before anyone actually makes a motion on it, as opposed to making the motion and then discussing it. The downside of this is that it’s easier to get onto other business unrelated to the topic. So many nonprofits do it, you should be prepared for it.

“Friendly amendments”

There’s no such term in Robert’s Rules of Orders, but again: it’s common at board meetings of small nonprofits. Basically it means that someone in favor of the motion suggests something that would improve the original motion, or make it more palatable to someone who is not currently in support.

For example: “I’d like to suggest a friendly amendment, Bob. Where it says, ‘term limits are three years long,’ I’d like to suggest we add the phrase ‘renewable once.’” For some reason this is directed to Bob (the person who made the original motion in my example), and Bob can choose to accept it, or not.

This is workable shorthand for amending a motion. If there have been any amendments (friendly or otherwise) to a motion, the board president should always reaffirm the final text of the motion being voted upon before calling for the vote.

PART III—USING ROBERTS RULES OF ORDER TO HELP YOU MAKE MEETINGS BETTER

There are two useful tools *Roberts Rules of Order* gives board members that may help you during a meeting. They are rarely used, which means that many nonprofit board members may not know of them, but you may find that they help you get a meeting back on track.

“Point of Information.”

A motion is on the table. You can *always* ask for clarification on what is at stake and what a “yes” or a “no” vote means. If you want to do that, you say “Point of Information” and then ask your question. You may not actually need to say “Point of Information” in a regular meeting, but if things are contentious and you are legitimately asking for information (and not arguing under the guise of asking for information), you may want to preface your question with this. According to *Roberts Rules of Order*, it *has* to be addressed.

“Call for the question.”

If a debate is going on and on and on, you can “call for the question.” This forces the board to decide whether to continue debating or whether to just vote.

Here’s how it’s supposed to work: A vote immediately takes place on whether to continue discussion. If two-thirds of the board votes that they are ready to vote on the motion at hand, then voting on the motion takes place immediately.

In practice, though, by the time *you’re* exhausted from debate, so are most other board members. If you call for the question, a board will often just get on with the vote on the motion.

PART IV—HAVE ALL YOUR RULES AT THE MEETING

The Rules

It’s a good idea for a board to have a single copy of the rules (or the brief version) handy at meetings in case something more complex comes up.

Your Bylaws Are Also Rules

Keep in mind that your bylaws or board policies might have additional rules of procedure at a board meeting beyond what is spelled out in *Robert's Rules of Order*. It's confusing to have rules in different places, and I would generally recommend against having something so specific in your organization's bylaws. But familiarize yourself with the bylaws to see if there are any extra rules of order.

If this has been helpful, please visit forsmallnonprofits.com to read more about making boards work better or check out [The Little Book of Boards: A Board Member’s Handbook for Small \(and Very Small\) Nonprofits](#).