

# **Bylaws**

## **West Liberty Free Public Library**

### **Board of Trustees**

#### **Article I—Name and Purpose**

Section 1. This organization shall be known as the West Liberty Free Public Library Board of Trustees and shall operate a free public library for the City of West Liberty.

#### **Article II—Powers and Duties**

Section 1. The Board of Trustees shall have the powers and duties set forth in the and required by Chapter 392.5 of the Code of Iowa (1983).

Section 2. The Shall exercise its powers and duties by:

- a. Employing competent and qualified library director.
- b. Determining and adopting written policies to govern the operation program of the library, including personnel policies and polices governing the selection of library materials, supplies, and equipment and the disposal of the same.
- c. Preparing and seeking adequate support for the annual budget.
- d. Administering and controlling all library trust funds and controlling the expenditures of allocated city revenues.
- e. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
- f. Developing long-range goals for the library and working toward their achievement.

#### **Article III—Membership**

Section 1. Terms and Qualifications: The Board of Trustees shall consist of seven (7) members, nominated by the Board of Trustees, appointed for six (6) year terms by the Mayor of West Liberty and approved by the City Council. Trustees may serve for one (1) term. They may be reappointed after 2 years. All members shall be residents of the City or living in the West Liberty Community School District. All members shall be at least eighteen (18) years of age.

Section 2. Compensation: Members shall serve without compensation but may be reimbursed for expenses incurred relating to official Library business.

Section 3. Vacancies: Any vacancy on the board due to death, resignation, long-term illness, disqualification, or removal due to excessive absences from regular meetings shall be filled by nomination of the board and appointed by the Mayor with the approval of the City Council. The appointed trustee shall fill out the unexpired term for which the appointment is made, at which time the trustee is eligible for a regular six (6) year appointment if he/she desires. Members are expected to give the Mayor at least 30 days written notice intention to resign.

## **Article IV—Officers**

Section 1. Number: The officers of this Board shall be President, Vice President, and Secretary/Treasurer.

Section 2. Election and Terms: Elections shall be held in March of even numbered years. Each term shall be two (2) years. No consecutive terms in the same office.

Section 3. Duties: The President shall perform all the duties that by custom and law pertain to that office. The Vice President, in absence or disability of the President shall perform all duties of the President. The Secretary/Treasurer shall keep the minutes at all regular and special meetings of the Board of Trustees and provide said copy for all members one week in advance of the next regular meeting. He/she or Library Board President shall cosign, with the Director, all checks written on the Library Checking Account.

## **Article V—Meetings**

Section 1. Regular Meetings: Regular meetings of the Board shall be held at the Library at 7:00 pm on the third Wednesday of each month. The Board shall approve any change in the regular time or date.

Section 2. Special Meetings: A special meeting of the Board may be called at any time by the President or at the request of any two Board members for the transaction of business as stated in the call for the meeting. Such requests shall be given to the Library Director who shall give notice as described in Section 3.

Section 3. Notice of Meetings: Notice of regular meetings with agenda shall be posted at City Hall and the Library twenty-four (24) hours before the meeting. A special meeting may be called upon written notice. Notice must be received not less than twenty-four (24) hours before the meeting except for emergencies and must include time, place, date, and tentative agenda. News agencies who have filed requests must receive the notice.

Section 4. Place of Meetings: Regular meetings shall be held in the West Liberty Free Public Library.

Section 5. Quorum: A quorum for the transaction of business at any meeting shall consist of four (4) members of Board present.

Section 6. Procedural Rules: Robert's Rules of Order Revised shall govern Proceedings of all meetings.

## **Article V—Organization of Board Business**

Section 1. Agendas: The Director shall prepare the agenda at the approval and request of the President for all regular meetings.

Section 2.. Order of Business: The following order of business shall be followed at each regular meeting.

- a. Call to Order
- b. Approval of consent of agenda
- c. Public Discussion
- d. Approval of Minutes
- e. Financial Reports

- f. Approval of Disbursements
- g. Director's Report
- h. Announcements from Members
- i. Communications
- j. Unfinished Business
- k. New Business
- l. Adjournment

Section 3. Minutes: Minutes of all regular and special meetings are to be prepared and distributed to Board members. The Library shall keep as permanent record copies of all minutes, including documents attached to the minutes by Board action.

Section 4. Board Policies: All policy statements adopted by the Board shall be filed by subject in a policy notebook containing these bylaws. Each policy and each revision shall carry the date of its adoption.

#### **Article VII—Library Director and Staff**

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Library Director shall be held responsible for: employment and direction of staff; the care and maintenance of the building and equipment; the efficiency and effectiveness of the Library's service to the public; and the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Library Board meetings and shall present a report at each regular meeting.

#### **Article VIII—Amendments**

Section 1. These Bylaws may be altered or repealed, and new bylaws adopted by the members of the Board at any regular meeting or at any special meeting called for that purpose. The proposed changes in the bylaws shall be submitted in writing to the members of the Board at least five (5) days prior to the meeting for their consideration.

Revised September 2004

Reviewed September 2007