

# **Bylaws of the Elkader Public Library**

## I. Library Board

- A. According to requirements of Chapter 21 of the City Code of Elkader, the Library Board of Trustees shall consist of seven (7) members to be appointed by the mayor with the approval of the City Council. One (1) member is to be a resident of the rural service area of Elkader to be appointed by the Clayton County Supervisors.
- B. The general powers and duties of the Board of Trustees are outlined in Chapter 21.05 of the City Code of Elkader.
- C. The Board shall exercise its powers and duties by:
  - 1. Employing a competent and qualified director.
  - 2. Cooperating with the director in determining and adopting written policies to govern the operation and programs of the library.
  - 3. Reporting to and cooperating with public officials, boards, and the community as a whole to support a public relations program for the library.
  - 4. Assisting in the preparation of and seeking adequate support for the annual budget.
  - 5. Developing goals for the library and working toward their achievement.

## II. Officers

- A. The officers of the Board shall be president, vice-president, secretary and treasurer. These officers shall be elected annually with the annual term to begin in July.
- B. The duties of all officers shall be those as dictated by custom and law in accordance with their titles. The President, when present, shall preside at all meetings of the Library Board of Trustees, and in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board of Trustees from time to time.

The Vice President, in the absence of the president or in the event of the President's death, inability or refusal to act, shall perform the duties of the President. And when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or the Library Board of Trustees.

The Secretary shall keep the minutes of the Board meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or Library Board of Trustees.

The Treasurer shall have charge and custody of and be responsible for all funds and property of the Library, the Treasurer and/or the Library Director

shall receive and give receipts for monies due and payable to the Library from any source whatsoever, and deposit all such monies in the name of the Library in such banks, or other depositories as shall be selected in accordance with the provisions of these Bylaws and in general, perform all of the duties incident to the office of Treasurer, and such other duties as from time to time may be assigned to him or her by the President or Library Board of Trustees.

- C. A Board position shall become vacant if the Trustee moves permanently from the city for those trustees appointed by the City of Elkader or from rural Clayton County if appointed by the Clayton County Supervisors or is absent from six (6) consecutive regular board meetings, except in case of illness or absence from the area.

### III. Meetings

- A. Regular meetings shall be held monthly, the date and the hour to be determined by the Board, in the Library or such other place as the Board determines.
- B. The President or the Library Director may call special meetings whenever they may be deemed necessary. Notice of the meeting shall be given in accordance with Chapter 28A of the Code of Iowa and shall be given to all Trustees 24 hours in advance of the special meeting.
- C. A quorum of a simple majority of the members is necessary for the transaction of business.
- D. All meetings of the Board of Trustees are open to members of the public. Non-board members who wish to address the Board should request a place on the agenda not later than 24 hours before the scheduled time of the meeting. This request may be directed to the president, secretary, or to the Library Director.
- E. Robert's Rules of Order shall govern the parliamentary procedure of the Board.
- F. The order of business shall be
  - 1. Call to Order
  - 2. Approval of the Agenda
  - 3. Approval of the Minutes of the Previous Meeting
  - 4. Financial Report
  - 5. Approval of Bills
  - 6. Report of the Library Director
  - 7. Unfinished Business
  - 8. New Business
  - 9. Friends of the Library Report & Liaison
  - 10. Public Comments
  - 11. Adjournment

#### IV. Committees

- A. The President shall appoint committees as the need arises. The Committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report has been made to the Board.
- B. Standing committees may be appointed by the President, as needed. Their purpose and membership shall be approved at normally scheduled library board meeting. Standing committees will report to the Library Board of Trustees with advised action.
- C. No committee shall have other than advisory powers unless directed by the board to act.

#### V. The Library Director

- A. The Board of Library Trustees shall appoint the Library Director.
- B. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the board of Trustees.
- C. The Library Director shall implement the policies adopted by the Board for the care of the materials and equipment, for the employment and direction of the staff, for the Library's service to the public and for the financial operation of the library within the limitations of the annual budget.
- D. The Library Director shall attend all board meetings, providing a Director's report at the time, except those at which the appointment, salary, or performance of the director is to be discussed or decided.

#### VI. Amendments to the Bylaws

- A. The Bylaws shall be reviewed every three (3) years and changes made as needed.
- B. These Bylaws may be amended at any regular meeting of Board by majority vote of the members present, providing the amendment was proposed one month previous to final action on the same.

Adopted, December 13, 1999

Reviewed and adopted, May 13, 2002

Reviewed and adopted, October 10, 2005

Reviewed and adopted, January 12<sup>th</sup>, 2009

Reviewed and adopted, August 16<sup>th</sup>, 2011

Revised and adopted, August 11, 2014

Revised and adopted, November 14, 2017