BYLAWS

(Revised 9-27-93) (Reviewed 11-28-11) (Reviewed 10-19) (Revised 4-21)

1. NAME AND PURPOSE
2. The Mitchellville Public Library Board of Trustees hereafter referred to as the Board.
3. The Board will comply with the Code of Iowa in all questions of library law and governance and further will comply with the regulations set forth in the City of Mitchellville’s Library Ordinance.
4. BOARD MEETING
5. The Board shall meet on the fourth Monday of every month in the Mitchellville Public Library. Exceptions include when: the 4th Monday falls on a national holiday, board member(s) conflict or lack of quorum.
6. A quorum shall consist of three members (from its total membership of five trustees).
7. The Board shall comply with Iowa’s Open Meetings law by printing and publicly posting a copy of its agenda at a minimum of 4 locations such as MPL website, highly visible location in Library, city hall and post office at least 24 hours prior to the meeting.
8. The Board shall record its proceedings as minutes and shall keep printed copies of the minutes available for public inspection.
9. The Director of the Mitchellville Public Library shall be present and participate at each meeting of the Board.
10. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of “Roberts Rules of Order.”
11. OFFICERS AND COMMITTEES
12. Officers shall be the Board president, vice president and secretary. Elections shall be held at the January meeting.
13. The president shall preside at all meetings, appoint all committees and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president’s duties. The secretary shall record all proceedings of the Board.
14. Committees shall consist of the following: The president, as needed, shall appoint ad hoc committees.
15. MAJOR FUNCTIONS
16. Hire and evaluate the Library Director.
17. Set salaries and benefits for the Library’s personnel.
18. Participate in the budget process and secure adequate financial support for the Library’s operations and services.
19. Engage in planning for the Library’s future.
20. Ensure the Library Director and staff participation in training and continuing education.
21. Participate in Board training and educational opportunities.
22. Ensure the Library’s involvement in State Library and Library Association initiatives.
23. AMENDMENTS
24. These Bylaws may be amended at any meeting of the Board, with a quorum present, by unanimous vote of the members present.