

# Board of Trustees - Bylaws

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## 1. Name and Purpose

This organization shall be known as the West Liberty Free Public Library Board of Trustees, hereafter referred to as the Board. The Board shall operate a public library for the City of West Liberty as stated by City Ordinance 2-4-1:9.

## 2. Powers and Duties

### 2.1 Powers

The Board will comply with the Iowa Code, specifically Chapter 392.5 in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance, City Code Section 2, Chapter 4. The Board's specific powers and duties are set forth in the library ordinance.

### 2.2 Duties

Major duties of the Board shall include:

- a. Hire and evaluate the library director.
- b. Set salaries and benefits for the library's personnel.
- c. Participate in the budget process and secure adequate financial support for the library's operations and services.
- d. Set policies for the library's operations and services.
- e. Engage in planning for the library's future.
- f. Ensure library director and staff participation in training and continuing education.
- g. Participate in Board training and educational opportunities.
- h. Ensure the library's involvement in Iowa Library Services' Initiatives.

## 3. Membership

### 3.1 Terms and Qualifications

- a. The Board shall consist of seven (7) members, hereafter called Trustees, nominated by the current Board, appointed for four (4) year terms by the Mayor of West Liberty and approved by the City Council.
- b. Trustees may serve for one term. A Trustee may be reappointed after two years of non-service
- c. All Trustees shall reside within the West Liberty Community School District.
- d. All Trustees shall be at least eighteen (18) years of age.

### 3.2 Compensation

Trustees shall serve without compensation but may be reimbursed for expenses incurred that relate to official library business.

### 3.3 Vacancies

- a. Any vacancy on the Board because of death, resignation, long-term illness, disqualification, or removal due to six (6) consecutive absences from regular meetings shall

## Appendix I: Supporting Documents

be filled by nomination of the Board and appointed by the Mayor with the approval of the City Council.

- b. The appointed Trustee shall complete the unexpired term for which the appointment is made, after which time the Trustee is eligible for a regular four (4) year appointment if desired.
- c. Trustees are expected to give the Library Director 30 days written notice of intention to resign.

### 3.4 Board as a Body

The Board acts as a body in making decisions and announcing them. No Trustee shall speak or act for the board without prior authorization of the Board, except as otherwise provided for in these bylaws.

### 3.5 Conflict of Interest

When an item may represent a conflict of interest for a Trustee, the Trustee will publicly refrain from discussion and action on that item. The minutes of the meeting will reflect the abstention.

### 3.6 Orientation

Prior to the first regular meeting following their appointment, new Trustees shall be provided with copies of these bylaws, pertinent sections of the City Code and other documents that would be useful to Trustees in carrying out their duties. They will also be given an orientation briefing by the President of the Board and the Library Director or their designees and will be expected to sign the Public Library Trustee Ethics Statement.

## 4. Officers

### 4.1 Officers and Committees

- a. Officers shall be the Board President, Vice President, and Secretary and shall be elected at the annual meeting in March of even numbered years. Each term shall be two years. No consecutive terms in the same office are allowed. In the event an officer resigns, and election to fill the unexpired term will be held at the next regular meeting.
- b. Board committees shall consist of the following: Personnel Committee, Budget & Finance Committee, and Public Relations Committee. The President, as needed shall appoint ad hoc committees.
- c. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board at the following regular meeting during Announcements from Members.

### 4.2 Duties of the Officers

- a. The President shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office.
- b. In the absence of the President, the Vice President shall assume the President's duties.
- c. The Secretary shall keep the minutes at all regular and special meetings of the Board of Trustees and provide a copy of those minutes for all members within one week of the meeting.

## 5. Meetings

### 5.1 Regular Meetings

- a. The Board shall meet on the third Wednesday of every month (excluding July) at 7:00pm at the West Liberty Public Library. The Board shall approve any change in regular time or date of meeting.
- b. A quorum shall consist of four (4) Trustees from its total membership of seven (7) Trustees.
- c. The Board shall comply with Chapter 21, Open Meetings Law, Code of Iowa (2019).
- d. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- e. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

### 5.2 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 notices as described in section 5.3.

### 5.3 Notice of Meetings

- a. Notice of regular meetings with agenda shall be posted at City Hall and the Library twenty-four (24) hours before the meeting.
- b. A special meeting may be called upon written notice. Notice must be received not less twenty-four (24) hours before the meeting except for emergencies and must include time, place date, and a tentative agenda.

## 6. Organization of Board Business

### 6.1 Agenda

The director shall prepare the agenda at the approval and request of the President for all regular meetings

### 6.2 Order of Business

The following order of business shall be followed at each regular meeting.

- a. Call to Order
- b. Approval of consent agenda
- c. Approval of Minutes
- d. Public Discussion
- e. Financial Reports/Disbursements
- f. Director's Report
- g. Announcements from Members
- h. Old Business
- i. New Business
- j. Adjournment

## 7. Library Director

### 7.1 Employment/Duties

- a. The Board shall employ 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.
- b. The Library Director shall be responsible for the day to day management of the Library, its assets, personnel, and financial resources all within the framework of the policies adopted by the Board.
- c. The Board authorizes the Library Director to generate, maintain, and sign any and all routine and general contracts and agreements to maintain daily operations of the Library and to complete Library projects or provide professional services whose work has been approved by motion or resolution.

### 7.2 Board Meetings

- a. The Library Director shall prepare materials, provide for meeting arrangement, keep records, and execute documents and correspondence on behalf of the Board as directed by the Board.
- b. The Library Director will not be considered a member of the Board for any purpose and will not vote on any issue before the Board.
- c. The meeting agenda shall be available to the Board one (1) week prior to the scheduled meeting date. The full meeting board packet shall be available to the Board three (3) business days prior to the scheduled meeting date.

### 7.3 Compensation

The Board shall set the salary and benefits for the Library Director and shall review them periodically.

### 7.4 Performance Evaluation

The Board shall evaluate the Library Director's performance annually and concur in the setting of yearly goals for the Library Director.

## 8. Amendments

These Bylaws may be altered or repealed, and new bylaws adopted by the members of the Board at any regular meeting with a majority vote in compliance with Iowa Code, Chapter 392.5, which dictates the sections that must be sent as a proposal to the public for general vote. The proposed changes in the bylaws shall be submitted in writing to the members of the Board at least five days prior to the meeting for their consideration. If no notice is given, then the bylaws may be amended at any regular meeting with a unanimous vote of all seven Trustees by consent vote.

## Public Library Trustee Ethics Statement

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Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

1. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
2. Trustees shall comply with all the laws, rules, and regulation that apply to them and to their library.
3. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
4. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
5. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal positions of the Board even if they disagree.
6. Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
7. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
8. A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
9. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or other from the library or from those who do business with the library.
10. Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
11. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups of individuals.

Signature\_\_\_\_\_ Date\_\_\_\_\_