

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
February 21, 2024, at 7 pm:**

West Liberty Public Library Lower-Level Meeting Room

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Strategic Planning Schedule**
 - 2. Annual Meeting Planning**
- IX. New Business**
 - 1. Bylaws Review**
 - 2. Architectural Drawing Discussion**
- X. Adjourn Meeting**

Next meeting is Wednesday, March 20 at 7 pm.

Library Director's Report

February 2024

Agenda:

Today, we will discuss a time to meet with Becky Heil for strategic planning. We will then discuss the annual meeting in March, review the By-laws and the Homebound Services Policy, and then look at the architect's conceptual drawings.

Goal Progress:

The goals set for the Director by the Board for FY24 are: Complete financials on time, create an onboarding/training procedure, and increase engagement with the Friends of the Library.

Almost all of the vendor credits we had accrued have been spent down. We do still have a sizable one with Amazon that I am tracking.

Ali and I met with Kellee Forkenbrock and Jennie Garner from the North Liberty Community Library to discuss their onboarding and hiring process. Jennie and I spoke on a panel together recently for the Library and Information Sciences Student Organization (LISSO), and she mentioned that they have a strict and consistent onboarding practice. Kellee has a background in business and marketing, so she developed their procedures and was happy to share them with us. Ali and I will be discussing how best to adapt their practices to meet the needs of our library.

The Friends met on January 23. The Book and Bake Sale will be on April 20 from 9-1. I have included a copy of the updated brochure. They are interested in supporting the potential renovation and providing ongoing support to the Summer Reading Program.

Building and Technology:

The heat problem in the video game room has been resolved between Climate Engineers and Basepoint (formerly Ci3). Roth Electric will be working on our lighting issues in the next few weeks, including changing out the bulb at the very tippy top of the entryway. I also reached out to American Fence and they will be working to rectify the gap between the fence and the building within the price they have invoiced us for. I will be withholding that invoice until the work is completed.

Staff and Volunteers:

Meenu Sehgal and Karla Lopez have resigned. As a result, I have hired Belen Camacho as a library assistant. We have also hired Shannon Schnieder as our Youth Services Library Specialist. Her full-time start date will be June 4, but she will be working with us on an extremely part-time basis until that date.

I successfully completed a single one-on-one this month. Next month I will be better at scheduling them.

Collections & Materials

FY24 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult books	300	228	240	331	172	252	286						1809
Young adult books	27	13	14	19	15	18	23						129
Children's books	527	506	621	752	653	453	376						3888
DVD/Blu-ray	36	33	36	42	50	59	46						302
Audiobooks	0	3	1	0	0	1	1						6
Serials	0	0	0	0	0	0	0						0
ILL In	18	8	17	18	17	9	12						99
Other physical items	12	2	20	14	3	7	6						64
Total PHYSICAL circ	920	793	949	1176	910	799	750						6297
Circulation to Rural Muscatine County	231	156	180	394	238	127	288						1614
Circulation to Atalissa	17	16	31	32	6	36	37						175
Circulation to Nichols	11	1	2	1	6	7	6						34
Circulation to West Liberty	779	753	972	984	847	806	563						5704
Circulation to Open Access	103	132	201	158	81	119	79						873
Total circulation of Children's materials	554	530	647	783	687	467	398						4066
Bridges e-books	242	257	186	224	208	199	244						1560
Bridges downloadable videos	0	0	0	0	0	0	0						0
Bridges downloadable audios	255	250	182	201	201	195	225						1509
Bridges electronic serials	6	19	42	69	83	88	98						405
Total use of downloadable materials	503	526	410	494	492	482	567						3474
Kanopy Usage	32	48	133	135	107	87	69						611
Ebsco Usage	352	499	312	473	293	173	164						2266
Number of added registered users	25	25	22	21	8	10	19						130
Door Count	1340	n/a	2846	3068	2386	2169	1451						13260
Number of uses of public internet computers	222	263	370	343	242	257	202						1899

FY24 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	95	211	95	194	111	153	169						1028
Books withdrawn	-16	-121	-8	-121	1	3	0						-262
Audio materials added	0	0	0	0	0	0	0						0
Audio materials withdrawn	0	0	0	0	0	4	0						4
Video materials added	51	4	4	4	0	3	0						66
Video materials withdrawn	0	-6	0	-6	0	2	0						-10
Other library materials added	0	0	0	0	15	0	0						15
Other library materials withdrawn	0	0	0	0	0	1	0						1

Programming & Outreach

FEBRUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #800000; color: white; padding: 2px;">adult events</div> <div style="background-color: #e91e63; color: white; padding: 2px;">all ages events</div> <div style="background-color: #ff0000; color: white; padding: 2px;">youth events</div> </div>		<div style="background-color: #800000; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">BLACK HISTORY MONTH</div>		1. Silent Reading Club 5:30pm	2. Family Storytime 10am Puzzle Club 11am	3.
4.	5. Fiber Arts Club 12pm Recursos para la comunidad latino 6pm	6. Self-Guided English Classes w/ Rosetta Stone 5:30pm	7. Valentine's Crafts 3pm TAB Meeting 4:30pm	8. The Page Turners book club meeting 12pm/6pm	9. Family Storytime 10am Coloring Club 11am	10. LUNAR NEW YEAR
11.	12.	13. Celebrity Storytime 11:30am Cupids & Constellations 3:30pm Self-Guided English Classes w/ Rosetta Stone 5:30pm	14. <i>Valentine's Day</i> Valentine's Crafts 3pm	15. Silent Reading Club 5:30pm	16. Family Storytime 10am Puzzle Club 11am	17.
18. CLOSED	19.	20. Self-Guided English Classes w/ Rosetta Stone 5:30pm	21. Creative Arts Club 4:30 pm	22.	23. Family Storytime 10am Coloring Club 11am	24.
25.	26.	27. Self-Guided English Classes w/ Rosetta Stone 5:30pm	28. Junior Book Club 4:30pm Parent Support Group 6pm	29.		



**West Liberty Public Library
Month Ending January-2024**

Ages	Programs	%	Attendance	%
All Children	11	33.33%	46	56.1%
Children (ages 0-5)	10	30.3%	46	56.1%
Children (ages 6-11)	1	3.03%	0	0%
Young Adult (ages 12-18)	7	21.21%	22	26.83%
Adult (ages 19+)	13	39.39%	9	10.98%
General Interest	2	6.06%	5	6.1%
Total	33	100%	82	100%

Prior Month Compare

Ages	Programs				Attendance			
	Jan-2024	Dec-2023	Change	% Change	Jan-2024	Dec-2023	Change	% Change
All Children	11	11	0	0%	46	161	-115	-71.43%
Children (ages 0-5)	10	10	0	0%	46	71	-25	-35.21%
Children (ages 6-11)	1	1	0	0%	0	90	-90	-100%
Young Adult (ages 12-18)	7	6	1	16.67%	22	99	-77	-77.78%
Adult (ages 19+)	13	14	-1	-7.14%	9	24	-15	-62.5%
General Interest	2	2	0	0%	5	4	1	25%
Total	33	33	0	0%	82	288	-206	-71.53%

West Liberty Public Library

January-2024

In January, 215 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



728 ↓ -9.34%

Monthly Sessions



565 ↓ -11.02%

Total Visits



215 ↓ -7.33%

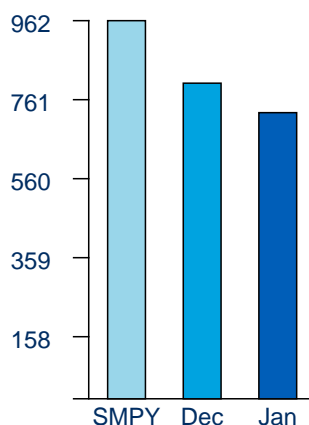
Unique Visitors



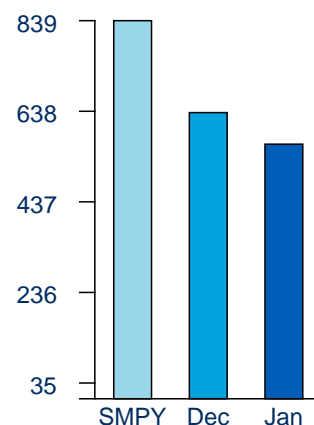
2.63 ↓ -4.01%

Average Return Rate

Total Monthly Session Count

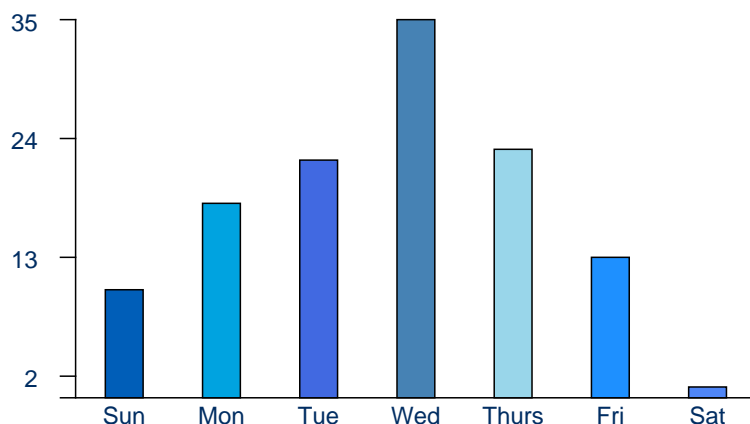


Total Monthly Visits

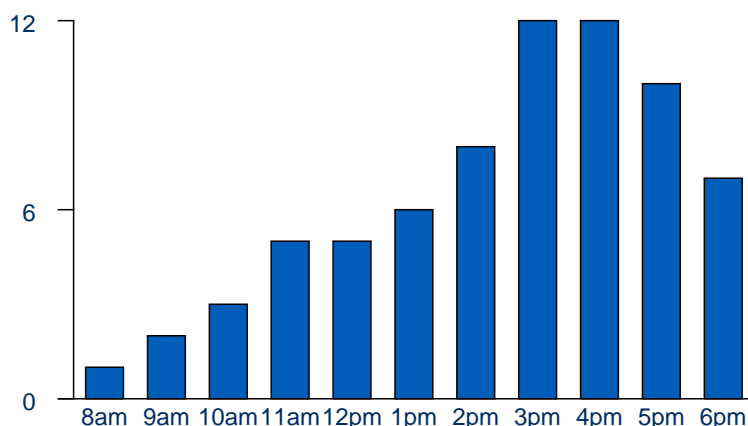


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Agenda Item – Strategic Planning Schedule

CONTEXT:

Becky is available on March 5, 6, 7, 11, 12, 14, 19. The meeting will be around 90 minutes long. We need to decide the date and time to meet with her.

BUDGET IMPACT:

Strategic planning helps to direct future budget decisions but has no immediate impact.

OPTIONS:

Decide on a date.

STAFF RECOMMENDATION:

I recommend avoiding 3/5 and 3/19 due to City Council meetings.

Agenda Item – Annual Meeting Planning

CONTEXT:

Just looking for an update regarding next month's annual meeting.

BUDGET IMPACT:

We have money in the programming budget and can utilize the charitable fund as necessary.

OPTIONS:

Make decisions as needed.

STAFF RECOMMENDATION:

Staff defers to the Board.

10.1 Vacation Accrual Method

Full-time employees who have been in continuous employment inclusive from date of hire shall be entitled to vacation as indicated in the diagram below:

Term Vacation Period Payroll Bi-weekly accrual

1 year 40 hours 1.67 hours

2-5 years 80 hours 3.34 hours

6-15 years 120 hours 5.00 hours

Over 15 years 160 hours 6.67 hours

All vacation leave is accrued bi-weekly as set forth, above. Vacation leave for the City Clerk, City Treasurer and Chief of Police are determined, in advance, by the City Manager. Vacation leave for the City Manager is determined, in advance, by the City Council.

Generally a vacation week shall be equal to the hours that an employee is normally scheduled to work each week. Vacation shall not accrue while an employee is utilizing one of the following leaves for more than thirty (30) consecutive calendar days: an unpaid leave of absence; a work related injury leave for which the employee is being compensated by the City's worker's compensation insurance carrier; an unpaid disciplinary suspension.

Vacation leave shall begin accruing at the start of employment with the City. Vacation leave shall continue to accrue to an employee's credit during approved absences. An employee on a leave of absence or suspension without pay shall not accrue vacation leave.

All vacation leave is accrued bi-weekly as set forth, above. Vacation leave will be credited to an employee's accounts bi-weekly and shall be available for use as it is earned. All City employees eligible for vacation leave will be notified of available accrued annual leave on their bi-weekly payroll check. This leave accounting system shall be maintained by the Treasurer and shall be updated on a bi-weekly basis and reported on the employee's payroll stub.

Agenda Item – By-Laws Review

CONTEXT:

While we can change our bylaws at any regular meeting, I find it easiest to remember to do that with the annual meeting. It will be the only business listed on the agenda for next meeting unless something dire comes up.

The bylaws are the rules by which the Board governs itself. Our bylaws are not a legal document and may be changed by a vote of the board as often or as infrequently as necessary. I have attached Iowa Code 392.5, our existing bylaws, a sample from the Iowa Library Trustee Handbook, and examples from Ames Public Library and Iowa City Public Library.

Our current bylaws are longer than the others, so I am interested in simplifying them as much as possible.

BUDGET IMPACT:

None

OPTIONS:

No action required. Just provide guidance and consensus.

392.5 Library board.

1. *a.* A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in [this section](#).

b. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by [1972 Iowa Acts, ch. 1088](#).

2. A library board may accept and control the expenditure of all gifts, devises, and bequests to the library.

3. *a.* A proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city.

b. The proposal may be submitted to the voters at any city election by the council on its own motion. Upon receipt of a valid petition as defined in [section 362.4](#), requesting that a proposal be submitted to the voters, the council shall submit the proposal at the next regular city election. A proposal submitted to the voters must describe with reasonable detail the action proposed.

c. If a majority of those voting approves the proposal, the city may proceed as proposed.

d. If a majority of those voting does not approve the proposal, the same or a similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.

[C97, §728, 729; S13, §729; SS15, §728; C24, 27, 31, 35, 39, §5851, 5858; C46, 50, 54, 58, 62, 66, 71, 73, §378.3, 378.10; C75, 77, 79, 81, §392.5]

[2001 Acts, ch 24, §49](#); [2014 Acts, ch 1026, §81](#)

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, 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 .

Article II—Powers and Duties

Section 1.

The Board will comply with the Iowa Code, specifically Chapter 392.5 (Attachment 1) 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 (Attachment 2).

Section 2.

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.

Article III—Membership

Section 1. Terms and Qualifications:

- a. The Board shall consist of seven 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 years of age.

Section 2. Compensation:

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

Section 3. Board Vacancy:

- a. Any vacancy on the board due to death, resignation, long-term illness, disqualification, or removal due to six consecutive absences from regular meetings shall 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 at least 30 days written notice intention to resign.

Section 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.

Section 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.

Article IV—Officers

Section 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

Revisions: Sept 2004; May 2009; Feb 2016; Feb 2020

be two years. No consecutive terms in the same office are allowed. In the event an officer resigns, an 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.

Section 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.
- d. The Library Board President, Director, and Secretary shall be named as officials on the Library Checking Account. The Library Board President shall cosign, with the Director, all checks written on the Library Checking Account.

Article V—Meetings

Section 1: Regular Meetings.

- a. The Board shall meet on the third Wednesday of every month (excluding July) at 7:00 p.m. at the West Liberty Public Library. The Board shall approve any change in regular time or date of the meeting.
- b. A quorum shall consist of four Trustees (from its total membership of seven Trustees).
- c. The Board shall comply with [Chapter 21](#), Open Meetings Law, Code of Iowa (2019) (Attachment 2).
- 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.

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.

Revisions: Sept 2004; May 2009; Feb 2016; Feb 2020

Section 3. Notice of Meetings:

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

Article VI—Organization of Board Business

Section 1. Agenda:

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. 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

Article VII—Library Director

Section 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 held responsible for the day to day management of the Library, its assets, personnel, and financial resources all within the framework of policies adopted by the Board.
- c. The Board authorizes the 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.

Revisions: Sept 2004; May 2009; Feb 2016; Feb 2020

Section 2. Board Meetings.

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

Section 3. Compensation.

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

Section 4. Performance Evaluation.

The Board shall evaluate the Director's performance annually and concur in the setting of yearly goals for the Director, within the approved job description.

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 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.

SAMPLE BYLAWS

1. NAME AND PURPOSE

- a. The Sunlight Public Library Board of Trustees, hereafter referred to as the Board.
- b. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

2. BOARD MEETINGS

- a. The Board shall meet on the last Wednesday of every month (excluding December) at 5:30PM in the Sunlight Public Library's conference room.
- b. A quorum shall consist of 4 members (from its total membership of 7 trustees)
- c. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- d. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- e. The Director of the Sunlight Public Library shall be present and participating at each meeting of the Board.
- f. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

3. OFFICERS AND COMMITTEES

- a. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
- b. 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.
- c. Committees shall consist of the following: Personnel Committee, Budget & Finance Committee, Public Relations Committee. The president as needed shall appoint ad hoc committees.
- d. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

4. MAJOR FUNCTIONS

- a. For a detailed look at the powers and duties of the library board, refer to your local city-library ordinance. In addition to what is found in the ordinance, boards should also:
- b. Hire the library director; set salaries and benefits for library personnel
- c. Develop and approve the annual operating budget; secure adequate financial support for the library's operations and services
- d. Set policies for library operations and services
- e. Plan for the library's future
- f. Evaluate service and advocate for advancements
- g. Ensure library director, staff, and trustees participate in education and training
- h. Ensure participation in meeting public library service standards

5. AMENDMENTS

- a. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

DATE REVISED: _____



BYLAWS, BOARD OF TRUSTEES POLICY

Section: Administration

Approved: 5/18/1903

Reviewed:

Revised: 4/20/2006, 4/15/2010, 6/17/2010, 4/19/2012, 3/7/2013, 3/21/2013, 8/21/2014, 6/16/2016, 8/15/2019, 01/20/2022

Following are the bylaws of the Ames Public Library Board of Trustees:

ARTICLE I: COMPOSITION OF THE BOARD

In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

ARTICLE II: POWERS AND DUTIES

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in **Chapter 15** of the *Municipal Code of the City of Ames* and **Chapter 392**, Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
 - Employ a competent and qualified librarian to serve as Director.
 - Evaluate the performance and effectiveness of the Director in fulfilling their duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
 - Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
 - Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
 - Approve the annual budget and seek adequate support for library operations and special projects.
 - Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
 - Accept gifts and approve all library expenditures.
 - Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in *Iowa Code Section 362.5* applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

ARTICLE III: OFFICERS

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.
2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting. Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during their term in office.

3. Officers' Duties:

- The President shall:
 - preside at all meetings of the Board
 - appoint all standing and ad hoc committees
 - approve the agenda for Board meetings
 - serve as Chair of the Executive Committee
 - sign monthly library claims lists and resolutions, following approval by the Board
 - execute all documents authorized by the Board

- The Vice President shall:
 - perform all the functions of the President in their absence or incapacity
 - serve as a member of the Executive Committee

- The Secretary shall:
 - sign monthly library claims lists, resolutions, and minutes, following approval by the Board
 - serve as a member of the Executive Committee
 - record proceedings and prepare minutes of any closed session, as needed
 - perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President

4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

ARTICLE IV: MEETINGS

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.
2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code Chapter 21.4* also apply.
3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.
4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the **Iowa Open Meetings Law** (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.
5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
 - Call to Order
 - Consent Agenda
 - Donations
 - Approval of Minutes
 - Library Claims

- Public Forum
- Financial Reports
- Ames Public Library Friends Foundation Report
- Administrative Staff Reports
- Board Education
- Policy Review
- Unfinished Business
- New Business
- Trustee Comments
- Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code Chapter 21*, and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person is impossible or impractical, and must be conducted in accordance with *Iowa Code Chapter 21.8*. Minor variations in meeting procedures shall be employed, as follows:
 - Any electronic connection must permit simultaneous participation by all Trustees involved.
 - A quorum must be established through a roll call.
 - Members must state their names before speaking.
 - At the chair's discretion, discussion will take place on a rotating basis.
 - Votes will be taken by roll call or general consent.
 - Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.
11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code Chapter 21.3* and be distributed to all Trustees.

ARTICLE V: COMMITTEES/BOARD LIAISON APPOINTMENTS

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
 - Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
 - Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year,

recommend any necessary spring budget amendments, and review capital improvement plan projects.

- Director Evaluation Committee (DEC): At the May meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
- Nominating Committee: At the May meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
- Additional standing committees may be established or dissolved by a vote of the Board.

3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.

4. Board Representatives.

- In May of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
- If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

ARTICLE VI: THE DIRECTOR

The Director's duties and responsibilities are detailed in the Director's General Job Duties Policy in the Ames Public Library Policy Manual.

ARTICLE VII: AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

REFERENCES

This policy has been developed in concert with:

- ***Iowa Library Trustee's Handbook 2021***, published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
 - **Chapter 21**, Open Meetings Law
 - **Chapter 362**, Definitions and Miscellaneous Provisions
 - Definitions, §362.2
 - Publication of Notices, §362.3
 - Interest in Public Contract Prohibited – Exceptions, §362.5
 - Conflict of Interest, §362.6
 - **Chapter 392**, City Administrative Agencies
 - Library Board, §392.5
- *Municipal Code of the City of Ames*:
 - **Chapter 2**, Administration
 - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
 - **Chapter 15**, Libraries
- Ames Public Library
 - **Director Performance Evaluation Policy**
 - **Director's General Job Duties Policy**

IOWA CITY PUBLIC LIBRARY
Board of Trustees

101 BYLAWS

ARTICLE I: NAME AND PURPOSE

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

ARTICLE II: POWERS AND DUTIES

Section 1. The Board of Trustees shall have the powers and duties set forth in Title 11 of the Iowa City Code and as required by Chapter 392.5 of the Code of Iowa (13).

Section 2. The powers, duties and procedures shall be subject to all changes or repeals of state law and all such changes or repeals shall take precedence over these bylaws.

ARTICLE III: MEMBERSHIP

Section 1. Terms and Qualifications. The Board of Trustees shall consist of nine (9) members, appointed for six (6) year terms by the Mayor of Iowa City and approved by the City Council. All members shall be residents of the City and shall be over the age of eighteen (18), except there may be one (1) non-resident member if the library is receiving funds for a county-wide library service on a contract basis. Appointments are approved by the City Council except the non-resident member who is approved by the Board of Supervisors.

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 because of death, resignation, long-term illness, disqualification or removal due to four (4) consecutive unexcused absences from regular meetings shall be filled by appointment by the Mayor, with approval of the City Council, or the Board of Supervisors in the case of the non-resident member. The appointed trustee shall fill out the unexpired term for which the appointment is made. Members are expected to give the Mayor at least 30 days written notice of intention to resign.

Section 4. Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be provided with copies of these bylaws, pertinent sections of the City Code and other documents that would be useful to Board members 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.

ARTICLE IV: OFFICERS

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

Section 2. Election and Term of Office. The officers shall be elected annually at the April meeting and shall serve for one year beginning July 1. In February the President shall appoint a

nominating committee who will present a slate of officers at the April meeting. Other nominations may be presented from the floor.

- Section 3. Vacancies. In the event of the death or resignation of any officers, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.
- Section 4. President. The President shall preside at all meetings of the Board, appoint committees, make appointments to the Friends Foundation Board, call special meetings, execute all documents authorized by the Board and generally perform all duties associated with the office. The President and the Secretary shall sign all disbursement lists prepared by the Director. Notwithstanding anything to the contrary in these bylaws, a committee appointed by the President for the purpose of searching and/or recommending a Library Director shall require Board of Trustees' approval.
- Section 5. Vice President. In the event of the absence or disability of the President, or of a vacancy in the Presidency, the Vice President shall assume and perform the duties and functions of the President.
- Section 6. Secretary. The Secretary and the President shall sign all disbursement lists prepared by the Director. In the event of the absence or disability of the President- or the Vice President, the Secretary shall assume and perform the duties and functions of the President.

ARTICLE V: MEETINGS

- Section 1. Regular Meetings. Regular meetings of the Board shall be held at the Library at 5:00 p.m. on the fourth Thursday of the month, January through October. In November and December, the meeting shall be held on the third Thursday of the month at the same place and same time. Any change in the regular meeting time or date shall be approved by the Board at a previous regular meeting.
- 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. Closed Meetings. In accordance with Section 21.5(1)(i) of the Iowa Code, the Board may hold all or part of a meeting in closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- Section 4. Notice of Meetings. Notice of regular meetings shall not be required; 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 will receive notice via the City's website.
- Section 5. Place of Meetings. Unless otherwise posted, meetings will occur in the Board Room of the Iowa City Public Library.
- Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of appointed board members. Trustees should report absences to the President or presiding officer in advance of meetings
- Section 7. Electronic Participation. Unless it has been determined that the Board Meeting must be entirely electronic, Board Members are encouraged to be physically present for all Board Meetings.

However, it is the policy of this Board to secure electronic participation by absent Board Members whenever it is physically feasible where such participation is necessary or desirable because of statutory voting requirements or the importance of the subject matter to the public. Notwithstanding this policy, a majority of Board Members must be physically present for all Board Meetings. Board Members intending to participate electronically shall alert the President or presiding officer to their intent as soon as practical.

Section 8. Procedural Rules. Proceedings of all meetings shall be governed by Robert's Rules of Order, most recent edition.

ARTICLE VI: ORGANIZATION OF BOARD BUSINESS

- Section 1. Agendas. The President and the Director shall prepare the agenda for all regular Board meetings. Agendas shall be posted and sent to Board members and the media at least three (3) days prior to the regular meeting. Agendas of all meetings must be posted at least twenty-four (24) hours in advance of the meeting on the bulletin board in the Library lobby and on the Library and City of Iowa City websites, as requested by the City Clerk.
- Section 2. Order of Business. The order of business of each meeting shall be established by the Board by motion made from time-to-time as the Board deems necessary. The agenda shall be established and posted in advance of each meeting in accordance with the requirements of the Iowa Open Meetings Law (Iowa Code Ch. 21).
- Section 3. Public Comment. Members of the public may address the Board at the beginning of meetings during the public comment agenda item. Individual comments are limited to no more than five (5) minutes, and may be extended by the presiding officer. Library staff time will not be used to prepare materials for public comment. Individuals addressing the Board must sign in with name and address. In order to comply with open meetings laws and proper meeting procedure, Trustees cannot engage in discussion or debate during the public comment period.
- Section 4. Minutes. Minutes of all regular and special meetings are to be prepared and distributed to Board members and the City Council. The Library shall keep as a permanent record copies of all minutes, including documents attached to the minutes by Board action.
- Section 5. 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. Board policies are also available on the library website.
- Section 6. Committee. Board committees and their composition, duties and terms shall be designated by the President. All committees shall make progress reports at each regular Board meeting. Notwithstanding anything to the contrary in these bylaws, a committee appointed by the President for the purpose of searching and/or recommending a Library Director shall require Board of Trustees' approval.

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 carry out policies adopted by the Board and 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; the provision of library collections and the operation of the Library under the financial conditions set forth in the annual budget. The Director

or designee shall attend all Library Board meetings and shall present a report at each regular meeting.

ARTICLE IX: RELATIONSHIP TO Iowa City Public Library FRIENDS FOUNDATION

Section 1. Membership. The membership of the Iowa City Public Library Friends Foundation, a 501(c) 3 nonprofit corporation, consists solely of the Trustees of the Iowa City Public Library. Each member of the Board of Trustees shall become a Member of the Friends Foundation Corporation concurrently with becoming a member of the Board of Trustees and shall continue to be a Member of the Friends Foundation Corporation as long as he/she is a Trustee of the Library. Powers and duties of the Members are found in the bylaws of the Iowa City Public Library Friends Foundation.

Section 2. Friends Foundation Board of Directors. The President shall appoint two (2) trustees to serve one-year terms on the Board of Directors of the Iowa City Public Library Friends Foundation. The terms begin upon the adjournment of the Annual Meeting of Members of the Iowa City Public Library Friends Foundation. The President of the Trustees may serve as a Director. No Trustee may serve more than six (6) consecutive terms as a Director of the Friends Foundation.

ARTICLE X: 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 ten (10) days prior to the meeting for their consideration.

- Adopted: 07/26/84
- Revised: 12/17/87
- Revised: 10/27/88
- Revised: 12/14/89
- Revised: 01/93
- Revised: 01/95
- Revised: 08/98
- Revised: 01/05
- Revised: 03/24/11
- Revised: 11/21/13
- Revised: 08/25/16
- Reviewed: 05/23/19
- Reviewed: 06/27/19
- Revised: 07/25/19
- Revised: 08/25/2022

West Liberty Public Library Board of Trustees Bylaws

1. Name and Purpose

- 1.1. This organization shall be known as the West Liberty Public Library Board of Trustees, hereafter referred to as the Board. The Board shall operate a free public library for the City of West Liberty.

2. Powers and Duties

- 2.1. The Board shall have the powers and duties set forth in West Liberty City Code 2-4-1:9 and as required by Chapter 392.5 of the Code of Iowa.
- 2.2. Major duties of the Board shall include:
 - a. Hire the library director; set salaries and benefits for library personnel
 - b. Develop and approve the annual operating budget; secure adequate financial support for the library's operations and services
 - c. Set policies for library operations and services
 - d. Plan for the library's future
 - e. Evaluate service and advocate for advancements
 - f. Ensure library director, staff, and trustees participate in education and training
 - g. Ensure participation in meeting public library service standards

3. Membership

- 3.1. Terms and Qualifications:
 - a. As stated in the City of West Liberty Code 2-4-2:4, the Board shall consist of seven members to be appointed by the Mayor with the approval of the Council. All members shall be bona fide citizens and residents of the City of West Liberty or reside within the West Liberty Community School District boundaries of Muscatine County, Iowa. All appointments to the Board shall be four years, except to fill vacancies. Each term shall commence on January 1. Appointments shall be made every two years of one-third the total number as near as possible to stagger the terms (The incumbents are confirmed in their appointments and terms).
 - b. Trustees may serve for one term. A Trustee may be reappointed after two years of non-service.
 - c. All Trustees shall be at least eighteen years of age.
- 3.2. Compensation: Library Trustees shall serve without compensation but may be reimbursed for expenses related to official Library business.
- 3.3. Board Vacancy:
 - a. Any vacancy on the board due to death, resignation, long-term illness, disqualification, or removal due to six consecutive absences from regular meetings

shall 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-year appointment if desired.
- c. Trustees are expected to give the Library Director at least 30 days written notice of intention to resign.

4. Officers and Committees

- 4.1. 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. If an officer resigns, an election to fill the unexpired term will be held at the next regular meeting.
- 4.2. 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 and provide a copy of those minutes for all members within one week of the meeting.
- 4.3. Board committees shall consist of the following: Personnel Committee, Budget & Finance Committee, and Building & Grounds. The president shall appoint ad hoc committees as needed.
- 4.4. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

5. Meetings

- 5.1. The Board shall meet on the third Wednesday of every month (excluding July) at 7:00 pm at the West Liberty Public Library. The Board shall approve any change to the time or date of the meeting.
- 5.2. A quorum shall consist of four Trustees (from its total membership of seven Trustees).
- 5.3. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours before the meeting.
- 5.4. The Board shall record its proceedings as minutes and keep copies of the minutes available for public inspection.
- 5.5. 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.
- 5.6. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

6. Organization of Board Business

- 6.1. The President and the Director shall prepare the agenda for all regular Board meetings. Agendas shall be sent to the Trustees on Friday, the week before the regular meeting. Agendas of all meetings must be posted at least 24 hours before the meeting on the bulletin board at the Library entrance and on the Library website.

- 6.2. Order of Business: The following order of business shall be followed at each regular meeting.
- I. Call to Order
 - II. Agenda Approval
 - III. Minutes Approval
 - IV. Financial Report, Including Expense Approval
 - V. Public Comment
 - VI. Correspondence
 - VII. Unfinished Business
 - VIII. New Business
 - IX. Reports
 - a. Board Committees
 - b. Board Education Reports
 - c. Director & Staff
 - d. Statistics
 - e. Other
 - X. Agenda Items for Next Meeting
 - XI. Upcoming Meetings
 - XII. Adjourn

7. Library Director

- 7.1. 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.
- 7.2. The Director or designee shall prepare documentation supporting the agenda on the Monday preceding a regular meeting.
- 7.3. The Director or designee shall attend all Library Board meetings and present a report at each regular meeting.

8. Amendments

- 8.1. 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 a general vote.
- 8.2. The proposed changes in the bylaws shall be submitted in writing to the members of the Board at least five days before the meeting for their consideration. Without notice, the bylaws may be amended at any regular meeting with a unanimous vote of all seven Trustees by consent vote.

Agenda Item – Architectural Drawings

Discussion

CONTEXT:

Earlier this year, I met with City Manager Geertz and our architect, Tara Goldsberry to discuss the needs of the Library and of City Hall's utilization of our space. I then met again with Tara to review the attached preliminary drawings. She will use those to put together a presentation for next month's annual meeting, which she will attend. I have also included some images from the staff pinterest board.

BUDGET IMPACT:

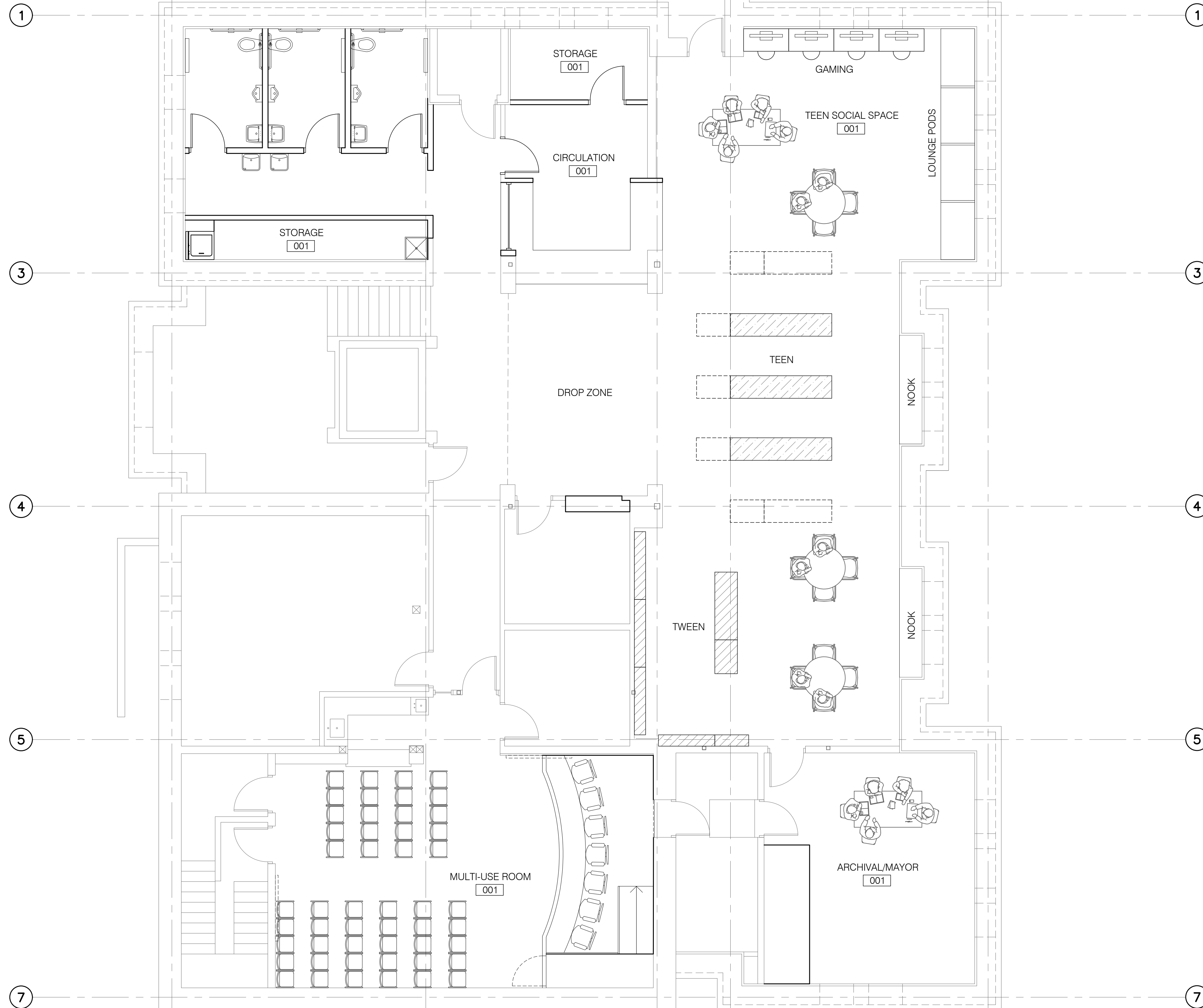
None yet.

OPTIONS:

No action required. Just provide guidance and consensus.

PLOTTED: 2/7/24

FILE PATH: C:\Users\lgoldberry\Desktop\West Liberty Library 2024.dwg



DATE	REVISIONS

SCALE	AS SHOWN
DRAWN	TMG
CHECKED	TMG/VEA
APPROVED	TMG
DATE	2/7/2024
ISSUED FOR	BIDDING



VEENSTRA & KIMM, INC.

WEST LIBERTY PUBLIC LIBRARY
BUILDING IMPROVEMENTS 2024

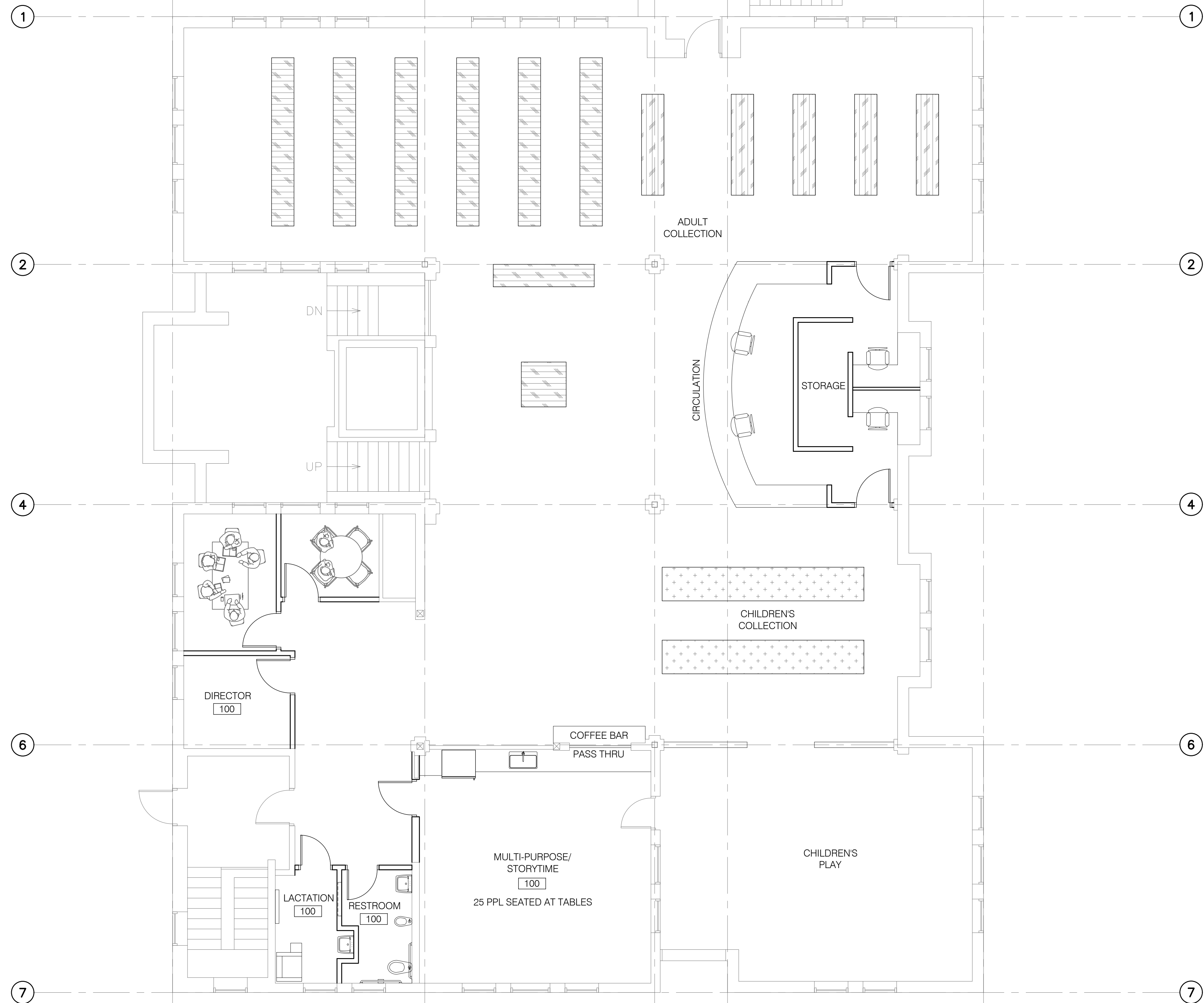
3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848(FAX) • 888-241-8000(WATS)

PROPOSED LOWER LEVEL

DWG. NO.
1
PROJECT 6421

PLOTTED: 2/7/24

FILE PATH: C:\Users\lgoldberry\Desktop\West Liberty Library 2024.dwg



DATE	REVISIONS	SCALE	AS SHOWN
		DRAWN	TMG
		CHECKED	TMG/VEA
		APPROVED	TMG
		DATE	2/7/2024
		ISSUED FOR	BIDDING



VEENSTRA & KIMM, INC.

WEST LIBERTY PUBLIC LIBRARY
BUILDING IMPROVEMENTS 2024

3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848(FAX) • 888-241-8000(WATS)

PROPOSED UPPER LEVEL

DWG. NO.	2
PROJECT	6421

T(w)een Space



Children's Space





Vibes

