

Knoxville Public Library

213 E Montgomery St

Knoxville, IA 50138

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BY-LAWS

I. Library Board

A. According to the requirements of a city ordinance, City of Knoxville, the Library Board shall consist of seven (7) members to be appointed as needed by the mayor with approval of the City Council. Six (6) members of the board shall be bona fide citizens and residents of the city of Knoxville and the seventh member shall be a resident of Marion County.

B. The general powers and duties of the Knoxville Public Library Board are outlined in chapter 392.5 of the Code of Iowa.

C. The Board Shall exercise its powers and duties by:

1. Employing a competent and qualified librarian.
2. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the Library.
3. Assisting in the preparation of seeking adequate support for the annual budget; and
4. Developing long-range goals for the Library and working toward their achievement.

II. Officers

- A. The Officers of the Board shall consist of a President and a Vice President. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, with term limits set at the discretion of the Board.
- B. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

III. Meetings

- A. Regular Meeting shall be held monthly, date and hour to be determined by the Board, at the Library or such other place as the Board may determine.
- B. The Annual Meeting will be held in July each year.
- C. Special meetings may be held at any time at the call of the President or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of four (4) or more members.

III. Meetings (Cont.)

- E. Order of Business
 - Roll Call
 - Approval of minutes of previous meeting
 - Correspondence and communications
 - Report of the Library Staff
 - Financial report and approval of expenditures
 - Unfinished Business
 - New Business
 - Miscellaneous Business
 - Adjournment
- F. An agenda for Board meetings shall be prepared by the Librarian in cooperation with the President of the Board.
- G. All meetings of the Board are open to members of the public who wish to observe. Non-Board members who wish to address the Board should request a place on the agenda no later than 24 hours before the time established for the meeting. The request may be directed to the President or the Librarian.
- H. Robert Rules of Order shall govern in the parliamentary procedure of the Board.

IV. Committees

- A. The President shall appoint a budget committee, subject to the approval of the Board each year.
- B. The Board may appoint such special committees as may be needed from time to time.

V. The Librarian

- A. The Librarian shall be the executive director to the policies adopted by the Board. Among his/her duties and responsibilities shall be:
 - 1. To select the library materials- books, magazines, pamphlets, audios, videos, etc.
 - 2. To maintain and operate the physical plant
 - 3. To recruit, train, and assign members of the Library staff, subject to the approval of the Board.
 - 4. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.
 - 5. The Librarian shall be in attendance at all meetings of the Board except those at which his/her tenure or salary is to be discussed or decided.
 - 6. Responsible to the Board to see that expenditures by the Library do not exceed the operating budget as presented to and approved by the City Council.
 - 7. Shall serve as secretary to the Board.

VI. Amendments to By-Laws

- A. Amendments to these By-Laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in the advance of the meeting.

VII. Personnel Policies

Personnel Policies apply to all full-time employees

- A. Sick leave: Sick leave shall be accumulated and used as per current City Non-union Employee Manual
- B. Vacation: Vacations and Holidays shall be accrued and used as per current City Non-union Employee Manual
- C. Longevity shall be paid to the Director, Assistant Director, and Youth Services Librarian as per City Non-union Employee Manual

Reviewed and Approved

February 17, 2016

April 29, 2020

July 14, 2025