

Ruthven Public Library

1301 Gowrie Street
P. O. Box 280
Ruthven, IA 51358-0280

TEL: (712) 837-4820 | FAX: (712) 837-4432
EMAIL: rutlib@ruthventel.com
www.ruthven.lib.ia.us

Ruthven Public Library Board of Trustees

Board Members

Julie Alexander, President	June 30, 2024 to June 30, 2030
Roman Ellingson, Vice President	September 2024 to September 2030
Sarah Stillman, Secretary	September 2024 to September 2030
Ryan Stillman, Trustee	December 2024 to December 2030

The trustees of the Library Board are appointed for six-year terms by the Mayor.

Board Bylaws

- 1) Name and Purpose
 - a) The Ruthven Public Library Board of Trustees hereafter referred to as ‘the Board.’
 - b) The Board will comply with 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 every month beginning **in December on the first Saturday of each month** at 8:30 a.m. in the library, unless otherwise providing proper notice to the public of any changed date or time.
 - b) A quorum shall consist of three members from the total membership of five trustees.
 - i) Meeting Attendance: Every member of the Board shall attend the Board Meetings unless duly excused or unless unable to attend because of extenuating circumstances. Any Member desiring to be excused shall notify the Library Board President or Library Director. The Board President may recommend to the Mayor, replacement of any Board Member with two consecutive unexcused absences. Attendance via phone or video-conferencing is permitted, in accordance with Iowa Code section 21.8.
 - ii) If no quorum is met, monthly bills may be approved and signed for by two board members.
 - c) The Board shall comply with Iowa’s Open Meetings Law by 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 Library Director of the Ruthven Public Library shall be present and participating at each meeting of the Board. Attendance via phone or video-conferencing is permitted, provided that all meeting materials are prepared and arranged for at the Library for the Board’s reference.
 - f) The Board will conduct its meeting according to parliamentary procedure as detailed in the latest edition of Robert’s Rules of Order.

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3) Officers and Committees

- a) Officers shall be the Board President, Vice-President, and Secretary. They shall be elected at the July meeting.
- b) The President shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. The Vice-President shall perform the duties of the President in the President's absence. The Secretary shall record all proceedings of the Board.
- c) The President shall appoint ad hoc committees as needed.
- d) Each committee shall act in an advisory capacity and shall report its recommendations to the full board.

4) Major Functions

- a) Hire and evaluate the library director.
- b) Approve policies for the library's operations and services.
- c) Approve salaries and benefits for the library personnel.
- d) Participate in the budget process and secure adequate financial support 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 education opportunities.
- h) Ensure the library's involvement in regional and statewide library initiatives.

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.

Adopted: February 2001

Re-affirmed: March 17, 2007, December 14, 2013, March 15, 2017

Amended: March 2019, May 2022, April 2025

Re-affirmed by Board of Trustees: 5/14/2022

Re-affirmed by Board of Trustees: December 2, 2023

Scheduled for Review: November 2026