

**DRAKE COMMUNITY LIBRARY
BYLAWS**

Drake Community Library is established and governed by Chapter 22 of the Municipal Code, City of Grinnell, Iowa, a copy of which is attached hereto. See Appendix 1.

Pursuant to the powers and duties specified by said ordinance, the Board of Trustees of Drake Community Library enacts the following as its Bylaws:

- I. The Board of Trustees of Drake Community Library (hereafter referred to as the Board) shall:
 - A. Employ a Director and remove, by a two-thirds vote of the Board, the Director for misdemeanor, incompetence or inattention to duty.
 - B. Set and adopt, in cooperation with the Director, written rules and regulations to govern the operation and program of the library including personnel policies and policies governing the selection of library material, supplies and equipment.
 - C. Report to and cooperate with other public officials, boards, and the community as a whole to support a public relations program for the library.
 - D. Develop long-range goals for the library and work toward their achievement.
- II. Limitation on terms: A trustee may serve no more than two consecutive full terms.
- III. Officers:
 - A. The officers of the Board shall consist of a President, a Vice President and a Corresponding Secretary. Their terms of office shall be for one year coinciding with the fiscal 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, provided that none serves more than three terms in the same office.
 - B. The duties of all officers shall be those customarily assigned to the offices but may be modified by the Board. The President shall be, ex-officio, a member of all standing committees.

IV. Meetings:

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the library's meeting room or such other place as the Board may determine.
- B. The Annual Meeting for the purpose of electing officers shall be held in June each year.
- C. Special meetings may be held at any time at the call of an officer of the Board, the Director, 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 or by telephone call in case of emergency.
- D. A quorum at any meeting shall consist of four or more trustees.
- E. Order of business:
 - Roll call
 - Approval of the agenda
 - Approval of minutes of previous meeting
 - Communications
 - Report of the Director
 - Financial report and approval of expenditures
 - Committee reports
 - Old business
 - New business
 - Adjournment
- F. An agenda for Board meetings shall be prepared by the Director in cooperation with the President of the Board. At a minimum the Director shall provide Trustees with supporting documents relating to all non-routine business at least 48 hours prior to the meeting for which it is scheduled.
- G. All meetings of the Board shall be held in accordance with the Iowa Open Meetings Law and 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 not later than 24 hours before the time established for the meeting. The request may be directed to an officer of the Board, or to the Director.

H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

V. Committees:

A. The President shall appoint members of the Board to the following standing committees for a period of one year coinciding with the fiscal year:

Building and grounds

Finance and salary

Long range planning

Personnel

Policy

B. The duties of each standing committee shall be such as are associated with its name or as shall be committed to it by action of the Board.

C. The President may create such special committees as may be needed from time to time.

VI. The Director:

A. The Director is authorized to employ, fix compensation within the limits of the salary schedule, and terminate such assistants and employees for misdemeanor, incompetence, or inattention to duty as may be necessary for the proper management of the library, provided that the assistant or employee may have his or her termination reviewed by the Board at either the regular meeting immediately following the termination or at a special meeting.

B. The Director is authorized to select and make purchases of books and other library materials, electronic resources, furniture, fixtures, and supplies for the library within budgetary limits set by the Board.

C. The Director shall implement the policies adopted by the Board. The duties and responsibilities authorized by the Board shall include:

1. To maintain and operate the physical plant.

2. To train, recommend and permit through released time the attendance of staff at professional meetings and to assign members of the library staff to perform such duties as deemed necessary.
 3. 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.
 4. To attend all meetings of the Board except for those at which the tenure or salary of the Director is to be discussed or decided.
 5. To provide for the care, use, governance, and management of the library, the Director shall recommend to the Board such rules and regulations as, in the opinion of the Director, will promote the efficiency of the library in its service to the people of the community.
- VII. The Assistant Director shall act as Director in the absence of the Director and shall perform such duties as may be assigned by the Director.
- VIII. The Library Bill of Rights as stated by the American Library Association is incorporated in these Bylaws of Drake Community Library. See Appendix 2.
- IX. The Drake Community Library Circulation Policy is incorporated in these Bylaws. See Appendix 3.
- X. The Drake Community Library Materials Selection Policy is incorporated in these Bylaws. See Appendix 4.
- XI. The Board shall adopt rules and regulations for the care, use, governance and management of the library. Such rules and regulations shall not be inconsistent with Chapter 22 of the Municipal Code, City of Grinnell, Iowa, laws of Iowa and these Bylaws.
- XII. Amendments to these Bylaws may be adopted at any regular meeting of the Board, provided that written copy of proposed amendments is given to all members of the Board in advance of the meeting.

XIII. These Bylaws supersede all previous Bylaws of Drake Community Library of Grinnell, Iowa, which are hereby declared null and void.

Reviewed 7/09

Revised 12/13

Revised 05/15

Revised 05/19

Revised 11/20

Reviewed 11/23