

Drake Community Library Bylaws

ARTICLE I: NAME AND PURPOSE

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

ARTICLE II: POWERS AND DUTIES

Section 1. The Board of Trustees shall have the powers and duties set forth in Chapter 22 of the City of Grinnell Code of Ordinances 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 seven (7) members, appointed for six (6) year terms by the Mayor of Grinnell and approved by the City Council. A trustee may serve no more than (2) two full consecutive terms. All members shall be residents of the City and shall be over the age of eighteen (18).

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 six (6) consecutive unexcused absences from regular meetings shall be filled by appointment by the mayor, with approval of the City Council. The appointed trustee shall fill out the unexpired term for which the appointment is made. Members are expected to give the Library Director 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 Annual Meeting held in June and shall serve for one year beginning July 1. In April the President shall appoint a nominating committee consisting of two Board members and the Library Director who will present a slate of officers at the June 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, call special meetings, execute all documents authorized by the Board and generally perform all duties associated with the office. 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. In the event of the absence or disability of the President and 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 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.

Section 2. 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.

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 the Library Director whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the Director's reputation and the Director 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.

Section 5. Place of Meetings. Unless otherwise posted, meetings will occur in the Board Room of the Drake Community 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 Director and the President or presiding officer at least twenty-four (24) hours in advance of meetings.

Section 7. Electronic Participation. All meetings will be conducted in accordance with Iowa Code Chapter 21, Section 8.

Section 8. Procedural Rules. Proceedings of all meetings shall be governed by Robert's Rules of Order, the 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 at least 48 hours 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 will be submitted electronically to the City of Grinnell twenty-four (24) hours in advance of the meeting to post on the City's website.

Section 2. Order of Business. The order of business at 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 two (2) minutes and may be extended by the presiding officer. The maximum time allowed for comments will not exceed twenty (20) minutes per meeting. 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 copy 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 the 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: 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.

Reviewed 7 /09

Revised 12/13

Revised 05/15

Revised 05/19

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