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1.7 Emmetsburg Public Library Board of Trustees Bylaws

I. Library Board of Trustees

A. The Board of Trustees of the Emmetsburg Public Library, hereinafter referred to as the Board, along with their powers and duties was established by City Ordinance 238 on June 18, 1975, and is codified in Section 1, Chapter 9 of the City Code of Emmetsburg, Iowa.

II. Board Membership

A. All new Trustees are asked to take an Oath of Office prior to assuming their duties. These oaths will be kept in the minutes book during each Trustee's term of office.

B. On the years that terms expire, the Board shall notify the Mayor of those Trustees whose terms are expiring. This notice shall be no later than May 31 and shall include the desires of those Trustees whose terms are expiring as to whether they would be willing to serve another term, if eligible.

1. In the event that a replacement appointment has not been made and approved by July 1st the Trustee whose term expires shall remain a Trustee until his or her replacement has been duly appointed and approved.

C. Resignations and Vacancies

1. All resignations from the Board shall be directed to the Mayor. Any Trustee so resigning shall remain a Trustee until his/her replacement has been duly appointed and approved.

2. In the event that a vacancy occurs on the Board as specified in Section 1 Chapter 9, Subsection 5 Paragraph B of the City Code, the Board shall notify the Mayor of the vacancy.

D. Continuing Education

1. Trustees shall engage in continuing education activities sufficient to meet the standards laid forth in the latest edition of the State Library of Iowa's *In Service to Iowa* for the purpose of accreditation of the library.

III. Board Policies

- A. Board policy may originate with the library director, a trustee or trustees, or a task force composed of either.

- B. Final approval of policy is a Board responsibility.

1. Policy may be approved by the Board at any regular or duly called special meeting, providing proposed policy was presented to the Board at a previous duly held meeting, by an affirmative vote of five members.

C. Library policies should be reviewed at least every three years.

1. Policies may be amended or changed by following the procedure set forth in section B1 above.

IV. Meetings

A. Regular meetings shall be held monthly at a time, date and location determined by the Board.

B. Special meetings may be held at any time at the call of the President or a call of two Trustees, provided that notice thereof is given to all Trustees at least 24 hours in advance of the special meetings.

C. Each Trustee will be notified at least 24 hours prior to any given meeting.

D. A quorum at any meeting shall consist of five or more Trustees.

1. Any Trustee who finds it impossible to attend a meeting of the Board is asked to advise the library director prior to the scheduled meeting time.

E. Order of Business

1. Roll call
 - Approval of agenda
 - Approval of minutes of previous meeting
 - Financial report from City Treasurer
 - Report of library director
 - Approval of expenditures
 - Public Comment
 - Correspondence and communications
 - Committee reports
 1. Finance and budget
 2. Property
 3. Public relations
 - Unfinished business
 - New business
 - Next meeting date, time and place
 - Adjournment

F. All meetings of the Board shall be open to the public in accordance with the Code of Iowa, Chapter 21. Individuals who wish to address the Board should request a place on the agenda at least 48 hours before the time established for the meeting. This request may be directed to the President or the library director.

Individuals wishing to address the board may also do so during the public comment period. They will be limited to a maximum of 5 minutes speaking time, and may also be further limited to a shorter period by the Board chair.

G. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not

inconsistent with these bylaws and any special rules of order the Board may adopt.

V. Board Officers

A. the officers of the Board shall consist of a President, Vice President and a Secretary. Their terms of office shall be for one year coinciding with the City's fiscal year. Officers shall be elected at the June meeting as the last item of New Business, and shall assume the responsibilities of their respective office on July 1st and shall hold these responsibilities until their successor is duly elected. In the event that the election of officers cannot be held in June they shall be elected at the next regular meeting as the last item of unfinished business and assume their responsibilities at the next regular meeting.

B. Officers may succeed themselves in office.

C. In the event that a vacancy occurs in any office an election will be held at the first regular meeting following the vacancy, a Trustee member so elected will serve the remainder of the vacant term.

VI. Board Officer Duties

A. President

1. Shall preside at all meetings of the Board.
2. Shall represent the Board in meetings with the City Administrator or the City Council, as directed by the Board.
3. Shall be the signatory authority for the Board.

4. Shall appoint members of the operating committees.

5. Shall cooperate with the library director in the preparation of the Board meeting's agendas.

6. Shall receive a paid membership in the Iowa Library Association.

B. Vice President

1. Shall perform the duties of the President in the President's absence.

2. Shall record the minutes in the absence of the Secretary.

C. Secretary

1. Shall record and publish the minutes of the meetings.

VII. Committees

A. The present operating committees will be:

1. Finance and Budget
2. Recruitment and Orientation
3. Standards and Certification

B. Each operating committee shall consist of three Trustees. Each committee so appointed may elect their respective chairperson.

C. All committee actions are subject to approval of the Board.

D. The President may appoint such special committees as may be needed from time to time, if the need of such committee is approved by the Board.

VIII. Duties and responsibilities of the operating committees

A. Finance and Budget

1. Responsibility for the preparation of the budget, including the salaries of employees, with presentation to the Board for approval or revision.

2. Responsibility to keep a record of the Gift and Bequest Fund.

3. Responsibility to enforce the performance of conditions on gifts, donations, devises and bequests.

B. Recruitment and Orientation

1. To be responsible for monitoring the terms of the trustees, and be aware of impending vacancies.

2. To have ready recommendations to submit to the mayor in the event of vacancies.

3. To maintain a packet of orientation materials for new trustees.

C. Standards and Certification

1. To audit yearly the library's compliance with the standards set forth in the current edition of *In Service to Iowa: Public Library Measures of Quality*.
2. To monitor the library staff's participation and completion (for those positions it is required of) in the State Library's certification program.
3. To assist the library director in public relations concerns involving the library's achievements in the above areas.

IX. Amendments to Bylaws

A. Amendments to these bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments was given at the previous meeting to all members of the Board. A two-thirds vote of the Board is required for adoption.

X. Conflict provision

- A. In the event that a conflict takes place between City Ordinance 238 and these bylaws, City Ordinance 238 shall prevail.

Reviewed: March 2017, October 2019; Amended July 2008, October 2010, April 2011, April 2014, July 2022
Scheduled for Review: June 2025