

## **BY LAWS OF THE HARLAN COMMUNITY LIBRARY**

### **ARTICLE I – NAME**

This organization shall be called “The Board of Trustees of the Harlan Community Library” existing by virtue of the provisions of Chapter 16 of the Municipal Code, City of Harlan, Iowa, and exercising the powers and authority and assuming the responsibilities delegated to it under said code.

### **ARTICLE II – MEMBERS**

Section 1. There must at least five, but no more than eight resident members who are to be appointed by the Mayor, with the approval of the City Council. There must be at least one, but no more than four non-resident members who are to be appointed by the Mayor, with the approval of the Shelby County Board of Supervisors.

Section 2. All resident members of the Board shall be bona fide citizens and residents of Harlan. All non-resident(s) member(s) of the Board shall be bona fide citizen(s) and resident(s) of Shelby County. Members shall be over the age of eighteen years.

Section 3. Term of Office. All appointments to the Board shall be four (4) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every year, in such a manner as to stagger the terms. No individual shall serve more than two consecutive terms. Any person who has served two consecutive terms shall not be eligible for reappointment to the board for a period of two years from the expiration of his or her final term.

Section 4. Vacancies. The position of a non-resident Trustee shall be vacated if such member moves permanently from the County or into the City (with the exception: If there are more than one (1) non-residents currently serving on the Board at such time that a non-resident member moves from the County into the City, that member may serve out the rest of his/her term). Vacancies in the board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

Section 5. Compensation. Trustees shall receive no compensation for their services.

### **ARTICLE III – OFFICERS**

Section 1. The officers shall be a president, a vice president and a secretary elected from among the appointed trustees at the June meeting of the board.

Section 2. Officers shall serve a term of one year from the July meeting at which they are elected.

Section 3. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

Section 4. The vice president – in the event of the absence or disability of the president or of a vacancy in that office – shall assume and perform the duties and function of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 6. The city clerk shall be the disbursing officer of the board and shall sign the checks following the approval of the library director.

Section 7. Payment of library association dues and educational opportunities for board members shall be included in the annual budget for the library.

### ARTICLE III – MEETINGS

Section 1. All meetings of the board shall be open to the public except for those sessions which may be closed under the provisions of Chapter 21, Code of Iowa, Official Meetings Open to Public. Members of the public who wish to address the board should request a place on the agenda for the meeting. The request may be directed to the president, the secretary or the library director.

Section 2. The regular meetings shall be held in the library at 5:15pm on the second Monday of each month. However, the August meeting is normally cancelled, unless there is a special need for one.

An agenda for board meetings shall be prepared by the library director in cooperation with the president of the board and sent to each board member at least 5 days prior to each regularly scheduled meeting.

Special meetings may be called at any time by the president or upon the combined request of the other two officers. Notice of the purpose, time and place of any special meeting shall be given to all members of the board of trustees by mail or by personal communication (whether by telephone or otherwise) at least two days prior to the date on which the meeting is to be held.

Under exigent circumstances, the president may obtain authority to act in the name of the board, by unanimous agreement of all members of the board through telephone or other personal contact. In no event shall such authority be sought by the president less than one week prior to a regular board meeting and notice thereof shall be made a part of the agenda, recorded in the minutes and ratified at the next regular board meeting.

Section 3. The board and the library director shall conduct an orientation program for each new board member.

Section 4. The annual meeting, which for the purpose of adopting the annual report, shall be held at the time of the regular September meeting.

Section 5. The order of business for regular meetings shall be as follows:

- Call to Order
- Approval of Agenda
- Conflicts of Interest
- Approval of Minutes
- Report of Director
- Director's Financial Report
- Approval of Bills

Report of Committees  
Old Business  
New Business  
Adjournment

Section 6. A quorum for the transaction of business at any meeting shall consist of five members of the board present in person.

Section 7. If any trustee has three consecutive unreported absences at board meetings, his or her office shall be rendered vacant.

Section 8. Conduct of Meetings: Proceeding of all meetings shall be governed by Robert's Rules of Order.

#### ARTICLE IV – LIBRARY DIRECTOR AND STAFF

The board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the board under its review and direction. The director shall recommend to the board the appointment and specify the direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for the adequate and proper selection of books in keeping with the stated policies of the board and for its financial operation within the limitations of budgeted appropriations.

#### ARTICLE V – STANDING COMMITTEES

Section 1. The standing committees of the board and their areas of interest are as follows.

##### BUDGET AND FINANCE

Budget development and submission  
Relationship with City Council, County Supervisors and Contract Towns  
Staff salary issues  
Long range financial goal setting  
Chair has seat on Library Foundation

##### FACILITIES AND EQUIPMENT

Library Buildings, grounds, furniture and furnishings  
Utilities and communication services  
Automation equipment and software  
Public access equipment and machines  
Policies concerning use of the public meeting room  
Equipment checkout policies  
Chair has seat on Library Foundation

##### PERSONNEL AND COLLECTION

Conduct annual evaluation of director in November

Review director's evaluations of staff  
Job descriptions, salaries and contracts  
Policies concerning vacation and leave  
Hold hearings to review employee grievances  
Traditional print collection and sub-collections  
Non-print media collections  
Public relations and censorship issues  
Conduct preliminary hearings of questioned library materials  
Exhibits, shows and events

Section 2. The president shall appoint members annually to the three standing committees for the purpose of developing and maintaining collective expertise in their areas of interest. The president shall designate the chairperson of each committee whose primary responsibility it shall be to familiarize newer board members with the details of various aspects of library operations, management and policies. The general responsibilities of the committees are:

To discuss with the library director, and otherwise familiarize themselves with their area of interest.

To advise the president of opportunity, needs and problems as they may arise and to investigate particular issues which may come to the attention of the board.

To review written policies, from time to time, and make recommendations to the board or changes and additions.

To make written reports, at the request of the president, for the purpose of long range planning.

Section 3. No committee will have the power to act in the name of the board except as the board shall grant by a duly enacted resolution. However, the committee chairs, in consultation with the board president and the direction, will have the power to make emergency decision when the necessity for quick action prevents prior consultation with the board.

## ARTICLE VI – GENERAL

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second any proposal before the board.

Section 2. The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least five days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand but such suspension may be taken only at a meeting at which two-thirds (6) of the members of the board shall be present and two-thirds of those present shall so approve.

Date Reviewed/Revised by the Board of Trustees: \_\_\_\_\_

Board Secretary Signature: \_\_\_\_\_