

Reviewed and/or Revised: 01/08/2012, 01/15/2015, 02/12/2018, 04/05/2021, 09/12/2022

I. Library Board

- A. According to the requirements of Chapter 22 of the Iowa Falls Municipal code, the Library Board of the Iowa Falls Public Library shall consist of seven (7) members appointed by the Mayor, with approval of the City Council, for staggered terms of 4 years each.
- B. The general power and duties of the Iowa Falls Public Library Board are outlined in Chapter 392.5 of the Code of Iowa.
- C. The Board shall exercise its powers and duties by:
 - 1. Employing a competent and qualified librarian.
 - 2. Cooperating with the librarian in determining and adopting written policies to govern the operation and services of the library including personnel policies and policies governing the selection of library materials, supplies and equipment.
 - 3. Report to and cooperating with other public officials, boards and the community as a whole to support a public relations program for the Library.
 - 4. Assisting in the preparation of and seeking adequate support for the annual budget.
 - 5. Developing long-range goals for the Library and working toward their achievement.
 - 6. Ensuring the library's involvement in regional and statewide library initiatives.
 - 7. Agreeing to serve no longer than 3 consecutive full terms on the Board.

II. Officers

- A. The officers of the Board shall consist of a President, a Vice President and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Organizational Meeting and hold office until their successors are elected, provided that none serves more than three consecutive terms in the same office.
- B. The president shall preside at all meetings, appoints all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.

III. Meetings

- A. Regular meetings shall be held monthly on the first Monday at 5:30pm in the library conference room unless otherwise designated. If necessary, board meetings may be held via video conferencing, with links to join the meeting made available to the public.
- B. There will be no meeting during the month of August.
- C. The Organizational Meeting will be held in July.
- D. Special Meetings may be held at any time provided notice is given to all Trustees and the public at least 24 hours in advance of the special meeting.
- E. A quorum at any meeting shall consist of four (4) or more members.
- F. The Board shall comply with Iowa's Open Meetings Law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- G. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

H. An agenda for Board meetings shall be prepared by the Librarian in cooperation with the President of the Board.

I. All meetings of the Board are open to members of the public who wish to attend or address the Board. The public comment portion of the meeting allows for comment on items that are not on the agenda. No action may be taken on items discussed. The speaker must identify themselves and limit their time to 3 minutes. A maximum of 30 minutes will be allowed for public comment.

J. Robert Rules of Order shall govern in the parliamentary procedure of the Board.

IV. Committees

A. The Board may appoint special committees as needed from time to time which shall consist of no more than 3 members.

B. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

V. The Librarian

A. The Librarian shall be the executive director of the policies adopted by the Board. Among the duties and responsibilities shall be:

1. To select the library materials;
2. To maintain and operate the physical plant;
3. To recruit, train, and assign members of the library staff;
4. 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; and
5. The Librarian shall be in attendance at all meetings of the Board except those as which his/her tenure or salary is to be discussed or decided.

VI. Amendments to By-Laws

A. Amendments to these By-Laws may be adopted at any regular meeting of the Board with a quorum present, provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.