

CARROLL PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS



ARTICLE I. NAME AND PURPOSE

- A. The Carroll Public Library Board of Trustees, hereafter referred to as the Board.
- B. The Board shall be organized in accordance with the provisions of the Code of Ordinances, City of Carroll, Chapter 22, page 99. The Board's specific powers and duties are set forth in the library ordinance.

ARTICLE II. OFFICERS AND COMMITTEES

- A. Officers of the Board shall be president, vice-president, and secretary and shall be elected at the meeting in January for a term of one year. They shall immediately assume the duties of office upon election. The officers shall also comprise the executive committee and will meet annually to review and recommend a budget for Board approval. Trustees will fill vacant offices by election when necessary.
- B. The president shall preside at all meetings, appoint committees, and generally perform all duties associated with the office. The vice-president shall preside at meetings when the president is absent. The secretary shall record and prepare the minutes of each meeting unless the board appoints a recording secretary.
- C. The president may appoint ad hoc committees as needed.

ARTICLE III. MEETINGS

- A. The Board shall meet at least ten times each fiscal year.
- B. A quorum shall consist of a simple majority.
- C. The Board shall comply with Iowa's Open Meetings law.
- D. Special meetings may be called by the president or upon written request of three members for the transaction of business as stated in the call. Notice stating the time, place, and purpose of any special meeting shall be given to each member at least two days in advance of the meeting and be posted in a public area.
- E. The Board will conduct its meetings in accordance with the parliamentary procedures as detailed in the latest edition of Robert's Rules of Order.

ARTICLE IV. MAJOR FUNCTIONS OF THE BOARD

The Board will:

- A. Hire and evaluate the library director.
- B. Set policies for the library's operations and services.
- C. Set salaries and benefits for the library's personnel.
- D. Participate in the budget process and secure adequate financial support for the library's operations and services.
- E. Maintain accreditation with the State Library of Iowa.
- F. Engage in planning for the library's future.
- G. Ensure library director and staff participation in training and continuing education.
- H. Participate in educational opportunities for Board members.
- I. Ensure the library's involvement in Iowa Library Services initiatives and encourage participation in appropriate initiatives of area libraries.
- J. The Board authorizes the City of Carroll's Clerk/Finance Director to issue checks for immediate payment of the amount due, which if not paid promptly would result in loss of discount, penalty for late payment, or additional interest cost. Expenditures must be signed by the Board President and Secretary. Any such payment made shall be presented to the Board for review and approval with and in the same manner as other claims at the next regular meeting.

Approval of immediate payment include, but is not limited to the following types of payment:

- Utility Bills
- Contractual Obligations
- Refunds
- Postage and Freight
- Intergovernmental Payments
- Training Expenses
- Travel & Conference Expenses
- Employee Reimbursements
- Library Acquisitions

ARTICLE V. MAJOR FUNCTIONS OF THE LIBRARY DIRECTOR

The library director is an ex officio member of the Board. The director:

- A. Attends all meetings.
- B. Has sole charge of the administration of the library under the direction and review of the Board and in accordance with its policies.
- C. Recommends policy changes and staff salary increases.

D. Reports on the progress of the library toward the Board's goals.

E. Prepares a draft budget.

F. Prepares an annual report.

ARTICLE VI. AMENDMENTS

These bylaws may be amended by majority vote at any meeting of the Board with a quorum present providing the consideration to amend was stated in the call for the meeting.

Adopted by the Board 1/16/1967.

Revised 1/26/76; 10/8/79; 5/14/84; 1/28/2002; 2/20/06; 2/20/12; 9/15/14; 8/28/23.

Reviewed: 4/16/18; 1/17/22; 8/17/26.