

Bylaws

Article I **Board of Trustees**

The Board of Trustees of the Lied Public Library shall be responsible for the general supervision and administration of the business of the Library.

The Board of Trustees of the Lied Public Library shall consist of nine members, six of these appointed by the Mayor and City Council of the City of Clarinda, Page County, Iowa, and three appointed by the Mayor of Clarinda with approval of the Page County Board of Supervisors from the rural area of Page County. The term of appointment for a board member shall be six years. A board member may be reappointed for only one term and may not serve more than two consecutive terms. A person who has served two consecutive terms, as a board member shall be eligible for appointment to the Board after two years off the Board has elapsed.

Article II **Officers**

The officers of the Board shall be a President, Vice-President, and Secretary, who shall be elected annually. The City Clerk will act as treasurer for the board.

The President shall perform all duties generally pertaining to that office. The Vice-President shall, in absence or disability of the President, perform all the duties of the President. The Secretary shall, in absence or disability of both the President and Vice-President, perform all duties of the President. The President shall in absence of the Secretary, appoint another board member or Library Director to perform all duties of the Secretary.

The Secretary shall record all proceedings of the Board and shall have custody of all its official books, records, accounts or other documents, and shall perform other duties as the Board may require.

Article III **Committees**

At the regular February Board meeting of each year, the President shall appoint four standing committees: Budget and Personnel, Building and Grounds, Policy, and Technology.

The Budget and Personnel Committees shall consist of three members of the Board. The committee shall have charge of all library finances and shall certify to the correctness of all bills and payrolls presented to the Board. They shall propose a budget for the fiscal year next following and shall present this budget proposal to the Clarinda City Council annually as

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directed by the Board. The committee shall consider all matters pertaining to the library personnel and shall make recommendations to the Board regarding hiring, termination or replacement, discipline, commendation, and other related matters as appropriate.

The Committee on Building and Grounds shall consist of three members of the board. This committee shall have supervision over grounds of the library. They shall supervise all matter pertaining to utilities and services, furnishings and arrangement of the rooms, grounds keeping and janitorial services, and other similar matters. The committee shall make recommendations on insurance for the library as appropriate.

The Policy Committee shall consist of three members of the board. This committee shall have supervision over all policies of the library. The committee shall make recommendations on reviewing or creating library policies.

The Committee on Technology shall consist of three members of the board. The committee shall have charge of the technology of the library. They shall supervise all matters pertaining to computers, networks, Internet and other similar matters. The committee shall review the Technology Plan of the Library and make recommendations to the Board as needed.

Ad hoc or temporary committees may be appointed and charged with specific tasks by the board president as required; such committees are automatically dissolved upon completion of the assigned tasks.

Article IV

Meetings

The Board of Trustees shall hold regular meetings on the third Thursday of each month, said meetings to be held at the Library.

Special meetings of the Board shall be called by the President of the Board whenever, in the judgment of the President, they may be necessary, or at the request of any two Trustees. The business of the special meeting shall be limited to that stated in the call for the meeting.

Article V

Quorum

A simple majority of the Board shall constitute a quorum for the transaction of the business of the meeting.

Article VI

Expenditures

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All claims against the Board must be presented at a meeting of the Board, with the exception of monthly salaries of employees and any bills requiring payment prior to the board meeting (for example any contracted amounts or utilities) which shall be fixed by the Board and may be paid by orders drawn in the usual manner. These claims will be paid monthly from the Lied Public Library account at the Clarinda City Hall.

No contract shall be entered into without prior approval of the Board, and all contracts shall comply with the existing Iowa laws concerning public entities concerning contract bids.

Article VII

Library Director

The Library Director shall be elected by a vote of the majority of the Board, and shall attend the regular and annual meetings of the Board. The Library Director may make appointments to or dismissals from the staff of the Library as appropriate, but any such appointment or dismissal shall be subject to the approval of the Board at the next regular meeting.

The Library Director shall:

1. have charge of the library and grounds, and the courteous and efficient operation thereof, including care and preservation of library materials, accession, classification, cataloging, and shelving of the books and other materials, enforcement of the rules, accuracy of library records, and general appearance of the rooms in the library;
2. make a monthly report of the operations of the library, including additions, circulation, number of borrowers, visitors, and other relevant matters, and shall make such recommendations as shall promote the services of the library;
3. prepare an annual report for the regular January meeting of the Board summarizing all items set forth in the reports of paragraph 2 preceding, and including such other matters as are deemed relevant;
4. prepare an Agenda of Business for each meeting of the Board, and shall consult as necessary with the President of the Board regarding said Agenda, which shall include these items in order:
 - Agenda Approval
 - Minutes Approval
 - Budget Review
 - Bill Approval
 - Public Communications/Correspondence
 - Statistical Report
 - Librarian's Report
 - Committee Reports
 - Old Business
 - New Business

And other such items as may be necessary;

5. discharge such other duties as may be presented by the Board.

Ethics Statement for Public Library Trustees

Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library Board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of ALTA and the Board of Directors of PLA, July 1985; amended by the ALTA Board of Directors July, 1988; amendment approved by the PLA Board of Directors in January, 1989.

Article VIII **Procedure**

Roberts Rules of Order shall govern the actions of the Board of Trustees in all cases not provided for by law or these Bylaws.

THE UNDERSIGNED TRUSTEES hereby ratify adoption of the foregoing Bylaws this _____ day of _____, 20_____.

Signed: