

Norwalk Easter Public Library

Subject: Board of Trustees By-Laws

Section: Administration

Board

Approved: January 2006

Last Revision: December 2019

Next Review: November 2022

BY-LAWS OF THE NORWALK EASTER PUBLIC LIBRARY BOARD OF TRUSTEES

Article I - Name and Purpose

Section 1. This organization shall be known as the Norwalk Easter Public Library Board of Trustees; hereafter referred to as the Board, and shall operate a public library for the City of Norwalk.

Article II - Powers and Duties

Section 1. The Board shall have the powers and duties set forth in Chapter 22.05 of the Norwalk Municipal Code and as required by Chapter 392.5 of the Code of Iowa.

Section 2. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified Library Director (hereinafter "Director");
2. Cooperating with the Director in determining and adopting written policies to govern the operation and program of the library, including personnel policies, and policies governing the selection of library materials, supplies, and equipment;
3. Reporting 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 library budget;
5. Assisting the Director in developing an annual report to present to the City Council;
6. Developing long-range goals for the library and working toward their achievement.

Section 3. The powers and duties shall be subject to changes or repeals of state law and such changes or repeals shall take precedence over these ByLaws.

Article III - Membership

Section 1. Terms and Qualifications. The Board shall consist of seven (7) trustees, appointed by the Mayor of Norwalk and approved by the Norwalk City Council. Appointments to the Board shall be for six years, except to fill vacancies. Trustees shall be residents of the City of Norwalk and shall be over the age of eighteen.

Section 2. Compensation. Trustees shall serve without compensation but may be reimbursed for expenses incurred relating to official library business.

Section 3. Vacancies. A vacancy on the Board because of death, resignation, disqualification, or removal due to six consecutive unexcused absences from regular meetings shall be filled by appointment of the Mayor of Norwalk, with approval of the Norwalk City Council. The appointed trustee shall fill out the unexpired term for which the appointment is made.

Section 4. Orientation for New Members. Prior to the first regular meeting following their appointment, new trustees shall be provided copies of these bylaws, pertinent sections of the City Code, and other documents that would be useful in carrying out their duties.

Section 5. Ex-Officio Member. The library director is a non-voting, ex-officio member of the Board and shall attend all Board meetings and present a report at each regular meeting.

Article IV - Officers

Section 1. Number. The officers of this Board shall be president, secretary, and treasurer.

Section 2. Election and Term of Office. Officers shall be elected at the June meeting. The term of office shall be one year, beginning July 1st and continuing through June 30th. Officers may succeed themselves in office.

Section 3. Vacancies. In the event of the death, resignation, disqualification, or removal of any officers, the Board shall chose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

Section 4. President. The president shall preside at meetings of the Board, appoint committees, and perform all other duties associated with the office.

Section 5. Secretary. The secretary shall keep the minutes of each Board meeting and perform the functions of the president in the simultaneous absence or disability of the president.

Section 6. Treasurer. The treasurer shall assist the director in developing the library's budget and advise the board on the status of the budget.

Article V - Meetings

Section 1. Regular Meetings. The Board shall meet on the second Monday of every month at 6:30 p.m. in the Norwalk Easter Public Library's community room or such other time and place as the Board may determine.

Section 2. Special Meetings. The president or any trustee may call a special meeting of the Board at any time. Such requests shall be given to the library director who shall give notice as described in Section 3. Only the matters of business stated in the call for the special meeting may be transacted.

Section 3. Notice of Meeting. The Board shall comply with Iowa's Open Meetings Law by printing and publicly posting notice of time, date, and place of each Board meeting at least 24 hours prior to the meeting.

Section 4. Quorum. A quorum for the transaction of business shall consist of four or more trustees. A vote shall be decided by a simple majority of the trustees voting except in the case where other criteria are required by ordinance or statute.

Section 5. Public Participation. Meetings of the Board are open to individuals who may wish to address the Board or observe the proceedings.

Section 6. Procedural Rules. Meetings shall be conducted according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

Article VI - Organization of Board Business

Section 1. Agenda. An agenda and necessary discussion materials for each Board meeting shall be made available to the trustees prior to the meeting. In addition, an agenda shall be publicly posted on the bulletin board in the library lobby.

Section 2. Order of Business. The order of business for regular meetings shall include, but not be limited to, the following items:

- A. Call to Order
- B. Roll Call
- C. Public Comment / Guests
- D. Review/Change Agenda
- E. Review of Last Meetings Minutes
- F. Pay Bills
- G. Library Director's Report
- H. Treasure's Report
- I. Unfinished Business
- J. New Business
- K. Agenda Items for Next Meeting
- L. Adjournment

Section 3. Minutes. The Board shall record its proceedings as minutes. Minutes of regular and special meetings are recorded by the secretary for later transcription in draft form, and forwarded to trustees before the subsequent meeting. Additions or corrections are brought to the following regular Board meeting for adoption. Copies of approved minutes and documents attached to the minutes by Board action are retained on file at the Norwalk Easter Public Library and Norwalk City Hall. Board minutes are public information and will be made available to the public.

Section 4. Board Policies. Policy statements adopted by the Board shall be filed by subject in a policy notebook. Each policy and each revision shall note the date of its adoption.

Section 5. Committees. The president shall designate committees and their composition, duties, and terms. Committees shall make progress reports at each regular Board meeting. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

VII - Library Director

Section 1. The Board shall appoint a qualified library director who, under its review and direction, shall be the executive and administrative officer of the library. The library director shall be responsible for the:

- Employment and direction of staff.
- Care and maintenance of the building, grounds, and equipment.
- Efficiency and effectiveness of the library's service to the public.
- Provision of library collections.
- Operation of the library under the financial conditions set forth in the annual budget.
- Implementation and enforcement of policies adopted by the Board.

VIII - Amendments

Section 1. These bylaws may be amended, within the limitations imposed by law, by a majority vote.

Adopted by the Norwalk Easter Public Library Board of Trustees January 9, 2006

Revised February 16, 2009

Revised February 11, 2013

Reviewed and Revised February 8, 2016

Reviewed and Revised August 8, 2016

Revised December 9, 2019