

ORANGE CITY PUBLIC LIBRARY

Bylaws of the Library Board of Trustees

Reviewed and Adopted 2002
Revisited 2004, 2007, 2012, 2015, 2018

Rules that govern the operation of the Orange City Public Library Board of Trustees

Role of the Orange City Public Library Board of Trustees

1. Advocate for the library in the community and advocate for the community.

To be a library advocate is to work to make sure the community has the best possible library service. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions.

2. Plan for the future of the library.

Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future and creating it to be responsive to what the community needs.

3. Monitor and evaluate the overall effectiveness of the library.

The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library board is familiar with the library's budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with library service.

4. Adopt library policies.

The library board spends much of its time on policy issues - developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day-to-day basis.

5. Hire and evaluate the library director.

The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.

(Source: Iowa Library Trustee's Handbook, 2009)

Bylaws for the Board of Trustees of the Orange City Public Library

The Library Board of Trustees is empowered by and shall follow the City of Orange City Code of Ordinances and the Code of Iowa, 392.5.

I. Meetings:

The library board will meet no fewer than 10 times a year with the library director or designee in attendance. The regular meetings of the library board shall be held monthly at the time designated in the following operations schedule:

Regular meetings will be held on the second Monday of each month at 4 p.m. at the library

Operational year:

July to June

Selection of new board members:

Process is recommended to get underway in May.

Election of officers:

Process recommended taking place in June meeting with persons to begin term in July.

- A. 24-hour posting of the agenda in a public area is necessary prior to all official meetings of the board and the executive and personnel committee.
- B. The parliamentary guide used in board meetings is Robert's Rules of Order.
- C. Special meetings shall be called by the president or by any two trustees in conjunction with the Director, to deal with issues that need attention before the next regularly scheduled board meeting.
- D. A majority of the members of the board shall constitute a quorum and a majority of the members of any standing committee shall constitute a quorum of the committee.
- E. The Library Director shall attend all Library Board meetings. The Library Director does not have power to vote.
- F. The order of business of the regular meetings shall be as follows:
 1. Approval of the agenda
 2. Approval of previous meeting minutes
 3. Discussion of treasurer's report
 4. Approval of bills
 5. Approval of Librarian's statistical report
 6. Committee reports
 7. Old business
 8. New business
 9. Comments from board members

II. Board Membership

- A. New board members will be selected from a slate of individuals prepared by the board in May and submitted to the Mayor for approval by the City Council.
- B. The Orange City Municipal Code does not limit membership on the board of trustees on the basis of place of residence
- C. Selection of new full-term board members shall be made at the end of the operational year and a four-year term of office begins in July.
- D. No more than two of the seven board members will begin their terms in a single year. A board member may serve only three four-year consecutive terms on the board. No Board member shall serve more than 12 consecutive years.
- E. Board members shall receive no compensation for their services, but they shall be reimbursed for any actual and necessary expenses incurred by them in the performance of their duties.
- F. The Board also has the collective power to censure one of its members for misconduct and in extreme cases, to recommend their removal from the board to the City Council.
- G. The position of a board member who has been absent from four consecutive regular meetings shall be considered vacant, unless the Chair, after consultation with the Vice-Chair, shall find good cause for any of the absences and excuse him or her.
- H. Regardless of whether the absences are excused, the position of any board member missing 50% of the regular meetings during a fiscal year shall be considered vacant unless the Board shall vote to excuse any of the absences.

III. Officers

- A. Election of officers will take place annually at the end of the operational year.
- B. The officers shall be president, vice president, and secretary/treasurer, who shall be elected annually from the members of the board. No person shall hold the presidency or vice-presidency more than two consecutive years, except under special conditions.
- C. The president shall preside at board meetings, serve as chairperson of the executive committee, and perform such other duties as generally pertain to that office.
- D. The vice president shall perform the duties of the president in the latter's absence.
- E. The secretary/treasurer shall keep a record of attendance at the board meetings, record the official actions of the board, and shall notify the mayor of vacancies on the board and of nominations for members, and shall keep an account of all funds of the library and with the librarian-make financial reports to the board.

IV. Finances & Expenditures

- A. All bills for library purchases shall be reviewed on a monthly basis and approved by the library board for payment.

V. Board of Trustees Committees

Following the July meeting, when the new board members are seated and the new officers have been elected, the president shall establish the four standing committees of the board: executive and personnel, finance, policy, and property. Each committee shall consist of three board members. The executive and personnel committee will be made up of the three Board officers.

The purpose and work of each of the committees is described below:

- A. Executive and Personnel committee: to employ a competent and qualified library staff to ensure that the policies of the library are carried out; and to assist the administrative librarian as deemed necessary and prudent.
- B. Finance committee: to establish and monitor the annual budget including the annual presentation of that budget to the city council.
- C. Policy committee: to determine and propose written policies which govern the operation and program of the library to the full board of trustees for approval.
- D. Property committee: to oversee purchases and assist in the maintenance of the property and furnishings of the library.

VI. Amendments

- A. These bylaws can be amended at any regular meeting of the board, by a two-thirds vote of the board membership provided that the amendment was submitted in writing at the previous regular meeting.
- B. Notice is not required to amend the original amendment.
- C. An amendment to the original amendment has to be relevant to the original amendment. No other amendment is in order or may delay the action of the original amendment.