

<b>Board of Trustees</b>	<b>BOARD</b>
<b>Bylaws</b>	<b>Adopted 02-1993</b>
<b>ARLINGTON PUBLIC LIBRARY</b>	<b>Reviewed/revised 4-13-2022</b>

I. Library Board

- A. According to the requirements of Chapter 15.03 of the city code of Arlington, The Board of Trustees shall consist of (5) members, (3) of which are resident members and (2) nonresident members. The Library Director shall take all recommendations of board candidates to the Mayor and the council. All resident and non-resident members are to be appointed by the mayor with the approval of the council.
- B. Vacancies would follow the same procedure.
- C. The general powers and duties of the Board of Trustees are outlined in chapter 15.06 of the Code of Arlington.
- D. The Board shall exercise its powers and duties by:
1. Employing a director and authorize the director to employ such assistants and employees as may be necessary for the proper management of the library.
  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 budget.
  5. Developing long range goals for the library and working toward their achievement.
  6. Annually review the policies of the Arlington Public Library and update said policies as needed.

## II. Officers

- A. The officers of the Board shall consist of President, Vice President, and Secretary. Their terms of office shall be for one year. Election of officers will be held in June and hold office until their successors are elected. Officers may succeed themselves in office, provided that none serves more than three terms in succession in the same office.
- B. The duties of all officers shall be those as dictated by custom and law in accordance with their titles.

## III. Meetings

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board. In the library or such other place as the Board determines.
- B. Special meetings maybe held any time at the call of the President or Secretary or at the call of any two members of the Board provided that notice thereof be given in accordance with Chapter 28A , Code of Iowa: Official Meetings Open to the Public and that notice be in advance of a special meeting.
- C. A quorum at any meeting shall consist of (3) or more members.
- D. Call to order
  - Roll Call
  - Approval of the agenda
  - Approval of minutes of previous meeting
  - Public Forum
  - Correspondence & Communications
  - Report of Director
  - Financial Report & Approval of Expenditures
  - Committee Reports
  - Unfinished Business
  - New Business
  - Setting of Next Board Meeting
  - Adjournment
- F. An agenda for Board meetings shall be prepared by the Director and the President of the Board.

- G. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, Secretary, or the Library Director.
- H. Robert Rules of Order shall govern in the parliamentary procedure of the Board.

#### IV. Committees

- A. The President shall appoint committees of one or more members each for such specific purposes the business of the Board requires from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.
- B. All committees shall make a progress report to the Library Board at each of its meetings.
- C. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### V. The Director

- A. The Director shall implement the policies adopted by the Board.
- B. The Director shall be in attendance at all meetings of the Board providing a Director's report at that time. Exceptions in attendance would be:
  - 1. Those where the professional competency of the director and the director's salary are to be discussed in accordance with Chapter 28A, Code of Iowa: Official Meetings Open to the Public.
  - 2. Those held when the Director is physically unable to attend due to illness or injury.
  - 3. Those where the Board has granted special leave.

#### VI. Amendments to Bylaws

Amendments hereto shall only be made at a regular meeting of the board and must be proposed one month previous to final action on same. A majority vote of the entire board is required.