LIBRARY BOARD BY-LAWS

Bylaws

ARTICLE I

LIBRARY BOARD

1. According to the requirements of the Code of Ordinances of the City of Mechanicsville, Chapter 21, the Library Board of Mechanicsville Public Library shall consist of seven members with at least one but not more than three nonresident members. All members are appointed by the Mayor with the approval of the City Council.
2. The general powers and duties of the Mechanicsville Public Library Board are outlined in Chapter 392.5 of the Code of Iowa.
3. The Board shall exercise its powers and duties by:
    a. Employing a competent and qualified librarian.
    b. Cooperating with the librarian 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 material, supplies and equipment.
    c. Reporting to and cooperating with other public officials, boards and the community as a whole to support a public relations program for the library.
    d. Assisting in the preparation of seeking adequate support for the annual budget and allowing for expenditures of unrestricted memorials and trust funds as deemed fit and necessary by the Board.
    e. Developing long-range goals for the library and working toward their achievement.
4. Termination of a Board Member
    a. The Library Board has the right to terminate a Board Member after three (3) meetings at which the member is negligent in notifying the president or other board members (prior to a meeting) of his/her inability to attend.
    b. Written reminder shall be sent to notify member of possible termination after the second non-excused absence.
    c. Termination notice to be sent by registered U.S. Mail.
5. Resignation of a Board Member
    a. The resigning Board Member shall notify the president and/or the director of their decision to leave the Library Board.
    b. A signed and dated Letter of Resignation shall be submitted to the president or the library director. The Letter of Resignation shall then be forwarded to City Hall for their files.
    c. The resigning Board Member, when possible, shall give adequate notice for Library Board to recommend a replacement to the City Council.

ARTICLE II

Regular Meetings

1. Regular meeting of the Board shall be the first Wednesday of each month at the library beginning at 7:00 p.m.
2. Special meetings of the board may be called at any time on the request of the president or on request of any two (2) board members. Such request will be given to the secretary or President who shall give notice as required by law.

3. Notice of regular meetings shall be given in writing or by telephone at least seven days prior to the regular date thereof. Notice of a special meeting shall be given, if possible, at least three days prior to the date thereof.
4. The annual meeting will be held in July of each year.
5. Four members shall constitute a quorum for all purposes except where otherwise provided. If members cannot be present, they must contact the president or director prior to the meeting.
6. Each member of the Board shall be entitled to one vote with the president voting only in case of tie, except where otherwise provided.
7. The following order of business shall be followed at each regular meeting and any special meeting if the same is applicable:
    a. Roll call
    b. Approval of agenda
    c. Approval of minutes from previous meeting (e-mailed)
    d. Public comment period
    e. Review of financial statements
    f. Audit and approval of monthly expenditures
    g. Correspondence
    h. Director's report and statistical report
    i. Committee reports
    j. Unfinished issues to be considered by the board
    k. Issues to be considered by board
    l. Board continuing education to be held to review and discuss
    m. Upcoming meetings
    n. Adjournment
8. 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 twenty-four hours before the time established for the meeting. The request may be directed to the President, Secretary or the Librarian.
9. ***Roberts Rules of Order*** shall govern in the parliamentary procedure of the Board.

ARTICLE III
Officers

1. Officers of the Board shall consist of a president, vice president and secretary and shall be elected at the annual meeting in July.
2. The offices will be staggered in their elections with president and secretary elected one year and vice president elected the next year. The terms will be served for (2) years.
3. The president shall preside at all meetings and shall see that all policies and directives of the Board are carried out. The president shall appoint committees and shall perform all other duties and exercise such other powers as are customarily performed by the president of a board. The director will submit the agenda for regular and special meetings.
4. The vice president shall, during the absence of the president, perform all the duties of the president and be vested with full power to act in all matters. He/she shall also perform such duties and exercise such other powers as may be imposed upon or invested in him/her by the

Board. Those duties shall include the responsibility of notes of recognition or thanks to community.

5. The secretary shall keep a record of all proceedings of the board and shall keep a minute's book for such purpose. The secretary shall carry on such correspondence as the board shall direct, He/she shall perform such other duties as may be directed from the board.
6. All bills approved by the board for payment shall be signed by the president and secretary or another member of the board if one of them is absent, before payment is issued by the City Clerk.
7. In the event there are vacancies in any office of the board the Library Board members may make recommendations to the City Council for successors.
8. The president may appoint such special committees as may be needed from time to time.
9. The director shall offer continuing education to board members on a regular basis.

ARTICLE IV
Amendments to By-Laws

Amendments to these By-Laws may be adopted at any regular meeting of the board, provided that notice of proposed amendments is given to all members of the board in advance of the meeting. They require a two-thirds approval of the board for adoption.

ARTICLE V
The Librarian

The librarian shall be the executive of the polices adopted by the board. Among his/her duties and responsibilities shall be:

1. General day-to-day operations (mail, housekeeping, book checkout and return, replacing supplies, etc.)
2. Provide for and assist patrons (locating materials and information, instruct and advise in use of resources and facility, advise about other possible resources (ILL, etc.) reserve materials currently in circulation, etc.)
3. Communication with city, library staff and board.
4. Take advantage of workshops including free and low cost, to satisfy state requirements to become certified and bring new ideas to the library.
5. Required to attend board meetings – local and county.
6. Order materials (books, magazines, etc.), consultation between librarian and assistant librarian, if need be the Board of Trustees, and local teachers if needed.
7. Prepare for and conduct summer reading programs.
8. Plan and provide library programs for various age groups throughout the year.
9. Maintain pleasant atmosphere (decorations, displays – rotated and/or changed frequently).
10. Required to train assistant and other staff in all processes pertaining to the library and their job duties.

Adopted: 10/30/1984
Revised: 8/2003
Revised: 4/2011
Revised: 6/7/2017
Revised: 3/4/20