

# **Kling Memorial Library Board of Trustees By-Laws**

## **I. LIBRARY BOARD**

- A. According to the requirements of the City of Grundy Center, the Library Board of Kling Memorial Library shall consist of seven members including one rural member to be appointed for six years by the Mayor, with the approval of the City Council.
- B. The general powers and duties of the Kling Memorial Library Board are outlined in Chapter 22, Grundy Center City Code.
- C. The Board shall exercise its powers and duties by:
  - 1. Employing a competent and qualified 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 budget;
  - 5. Developing long-range goals for the library and working toward their achievement;
  - 6. Keeping informed of local, regional, and state library developments and legislation concerning libraries at all levels. Due to the Iowa Library Association and American Library Association expenses for the attendance at appropriate conferences and continuing education workshops shall be paid from the library budget.

## **II. OFFICERS**

- A. The officers of the Board shall consist of a President, Vice - President, and a Secretary. Their terms shall be one year, running from July through June, with the election before the July meeting.

## **III. MEETINGS**

- A. Regular meetings shall be held on the second Thursday of each month at the library at 4:30 P.M.
- B. Special meetings may be held at any time at the call of the President or Secretary, or at the call of any two members of the Board, provided that thereof be provided to all Trustees at least 24 hours in advance of the special meeting.
- C. A quorum at any meeting shall consist of four or more members
- D. Order of business:
  - 1. Roll Call
  - 2. Reading and approval of minutes of previous meeting
  - 3. Correspondence and communications
  - 4. Report of the director
  - 5. Financial report and approval of expenditures
  - 6. Unfinished business
  - 7. New business

## 8. Adjournment

- E. An agenda for Board meetings shall be prepared by the director in cooperation with the President of the Board.
- F. 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 shall request a place on the agenda no later than 24 hours before the time established for the meeting. The request may be presented to the President, Secretary, or the Director. The staff members are invited to attend.
- G. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

## **IV. COMMITTEES**

- A. The Board may appoint such special committees as may be needed from time to time.

## **V. THE DIRECTOR**

- A. The Director shall be the Executive Director of the policies adopted by the Board. Among the duties and responsibilities shall be:
  - 1. To select the library materials — books, periodicals, movies, etc;
  - 2. To maintain and operate the the physical plant;
  - 3. To recruit, train, and supervise members of the library staff;
  - 4. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
  - 5. The Director shall be in attendance at all meetings of the Board except those at which his/her tenure or salary is to be discussed or decided.

## **VI. AMENDMENTS TO BYLAWS**

- A. Amendments to the Bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance of the meeting.

## **AMENDMENTS**

### **I. KLING MEMORIAL LIBRARY POLICIES**

- A. The Board of Trustees encourages, supports, and appreciates the efforts and activities of the Friends of the Kling Memorial Library. Library facilities and materials are available for their use under the guidance and scheduling of the library Director. Trustees are encouraged to be members of the Friends organization. Friends are welcome to attend Trustee meetings. The Board of Trustees shall provide appropriate information concerning policies, regulations, goals, statistics, etc. to the Friends and welcome input from them. A trustee shall serve as a liaison to the Friends organization.

Approved and adopted by the Board of Trustees, May 9, 1994

Revised and approved November 18, 2004

Revised and approved August 10, 2006

Revised and approved July 8, 2010

Reviewed and approved February 13, 2014

Reviewed and approved June 14, 2018