

Blakesburg Public Library Board of Trustees Bylaws

1. The Blakesburg Public Library Board of Trustees, hereafter referred to as the Board.
2. The Board shall be comprised of three (3) residents of the city of Blakesburg, and two (2) residents of Wapello county to ensure both city and rural representation. Members shall be over the age of 18 years. Terms shall be six (6) years. Appointments to the Board shall be made according to the city ordinance.
3. The Board will comply with the *Code of Iowa* in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

II. BOARD MEETINGS:

The Board shall meet on the third Monday of every month at 6:30 PM at the Blakesburg Public Library.

1. A quorum shall consist of 3 members (from its total membership of 5 trustees)
2. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
3. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
4. The Director of the Blakesburg Public Library shall be present and participating at each meeting of the Board.
5. The Board will conduct its meetings according to parliamentary procedure according to Roberts Rules of Order.
6. The order of business at regular meetings shall be as follows:
 - A. Call to order
 - B. Approval of Agenda and Public Address
 - C. Reading of Approval of Minutes
 - D. Approval of Budget Report and Bills
 - E. Public Comment
 - F. Unfinished Business
 - G. New Business
 - H. Reports (updates, statistics, etc.)
 - I. Adjournment

Bylaws approved 8/30/2004; revised and approved 2/25/2020; approved 4/16/23; revised and approved 8/24/26.

III. OFFICERS

1. Officers shall be the Board president and secretary and shall be elected at the annual meeting in July. The City Clerk shall serve as the Board of Trustees Treasurer and shall be responsible for timely payment of all bills approved and submitted by the Board of Trustees.
2. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the president, the secretary shall assume the president's duties.
3. The president may call a special meeting upon the issuance of suitable notice.

IV. MAJOR FUNCTIONS

- Hire and evaluate the library director.
- Set salaries and benefits for the library's personnel.
- Participate in the budget process and secure adequate financial support for the library's operations and services.
- Set policies for the library's operations and services.
- Engage in planning for the library's future.
- Ensure library director and staff participation in training and continuing education.
- Participate in Board training and educational opportunities.
- Ensure the library's involvement in Iowa Library Services' initiatives.

V. AMENDMENTS

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.