

## ***Bylaws for the Camanche Public Library***

### **1. Library Board**

- A. According to the requirements of Ordinance #4 (part), 1980, City of Camanche, the Camanche Library Board of Trustees shall consist of five members to be appointed by the Mayor, with the approval of the City Council. The Board of Trustee term of office shall be for six years. A trustee may elect to serve another term on the library board by informing the City Clerk of Camanche, within no less than one month of the expiration of the previous term of service.
- B. The powers and duties of the Camanche Public Library are described in Chapter 392.5 of the Code of Iowa.
- C. Any proposals to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, must be approved by the voters of the City of Camanche.
- D. Responsibilities of the Trustees:
  - 1. The Trustees voluntarily accept their appointment to the Library Board and are subject to those obligations described in the Code of Iowa, in the ordinances of the City of Camanche, and in the bylaws of the Camanche Public Library.
  - 2. The Trustees accept their individual obligations to attend regular and special meetings of the Board. After three unexcused absences in one year, the Board of Trustees may refer the matter to the City Council Liaison member.
  - 3. The Trustees assume personal responsibility for acquainting themselves with local, state, and federal laws and ordinances that may influence library operations. The Trustees will also endeavor to maintain an awareness of

trends in library development. This may include attending local, state, regional and national library conferences.

4. The Board of Trustees establishes the personnel and operational policies of the library and promotes the library programs in the community.
5. The Trustees shall review the Library policies, bylaws, and strategic plans every three years.
6. The Board of Trustees shall be responsible for the submission of the yearly budget to the City Council, and all necessary amended budgets. Based on recommendations made by the Library/Director, the Board determines budget allowances for salaries, books and other library materials, equipment, capital expenditures, etc.
7. The Board of Trustees is responsible for appointing or dismissing the Librarian/Director
8. The Board of Trustees, Librarian/Director and staff should study and plan library policies cooperatively.
9. The Board adopts vacation allowance and determines the amount of sick leave and the extent to which it may accumulate along with guidance from the City of Camanche Employee Handbook.

## **2. Officers**

- A. The officers of the Board shall consist of a President, a Vice President and a Secretary. Election of officers of the Board of Trustees shall occur during the first meeting after September 1<sup>st</sup> of even-numbered years.

## **3. Meetings**

- A. Regular meetings shall be held monthly, at the Camanche Public Library or such other place as the Board determines, date and time to be determined by the Board and posted to the public.
- B. Special meetings may be held at any time at the call of the President or Librarian/Director or at the call of any two

members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

C. A quorum at any meeting shall consist of three or more members.

- Any actions made by the Trustees of the Library Board requires at least three votes from the Board, even if there are less than 5 members at a given time. If there are less than 3 members present for a meeting, the Board cannot act. If there are less than 3 members on the Board at a given time, the Board cannot act.
- In the case of employee removal, the Board has less than 4 members present for a meeting, a vote for removal of staff is not possible. If the board has less than 4 members at a given time, a vote for removal is not possible.

D. Order of Business:

- Roll Call
- Reading and Approval of minutes of previous meeting
- Reading of Circulation report
- Financial report and approval of expenditures
- Reading of listed bills
- Approval of book orders
- Old Business
- New Business
- Council Liaison report
- Adjournment

E. An agenda for board meetings shall be prepared by the Librarian/Director.

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 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 Director/Librarian, President, or the Vice President or Secretary.

#### **4. Responsibilities of the Director**

- A. The Librarian/Director serves as administrative officer of the institution and as such is responsible for guiding the library under the policies approved by the Board of Trustees. The Librarian/Director will comply with all policies established by the Board. Any changes in library policy must be approved by the Board.
- B. The Librarian/Director is responsible for developing a program of community and public relations and is directly responsible to the Board and through the Board, to the community.
- C. The Librarian/Director acts in the advisory capacity to the Board by attending all meetings of the Board, preparing and recommending programs and policies, and by having the right to speak in all matters under discussion. The Librarian/Director does not have the right to vote.
- D. The Librarian/Director is responsible for preparing and submitting a draft of the annual budget request. This draft is presented to the Board of Trustees for its approval and eventual submission to the city council.
- E. The Librarian/Director, and Library Board will study and plan policies cooperatively.
- F. The Librarian/Director shall be present and participate in each meeting of the Board of Trustees.
- G. The Librarian/Director shall follow the City of Camanche Employee Handbook regarding library employee disciplinary actions.
- H. The Librarian/Director does not have the authority to remove an employee, that authority is vested in the Library Board.
- I. The Librarian/Director shall be expected to comply with policies established by the Board. Failure to do so will be constituted as grounds for dismissal.
- J. Director orders such items and repairs as approved by the Board. Items costing in excess of \$500.00 must have prior approval of the Board.

- K. Every three years, coinciding with the review of the five-year strategic plan, the Librarian/Director will prepare reports, submitted to the City Council and the Board, describing library activities related to its five-year strategic plan.
- L. The Librarian/director will be aware of local, state, and federal laws and ordinances as they pertain to library operations.
- M. The Librarian/Director will select and order all library materials in accordance with the selections policies established by the Board. The Director orders such items as the board-approved budget allows, and plans expenditures so as not to exceed budget allotments. Purchases of furniture and equipment, and capital improvement expenditures must be approved by the Board.
- N. The Librarian/Director will ensure necessary affiliations with state and/or national professional organizations and attend professional meetings and workshops. Meetings or workshops that have an attendance fee require prior approval of the Board. Mileage after a workshop has been attended will be approved at the next Board meeting.
- O. The Librarian/Director will make use of the services and consultants of the state and regional library extension agency.
- P. The Librarian/Director will provide the city council with minutes from each monthly Library Board meeting.
- Q. The Librarian/Director will have the authority to close the library for one calendar day because of inclement weather, or other emergencies. Closing the library for a longer time period requires approval of the Board.
- R. The Librarian/Director is responsible to maintain hours when the library will be open to the public.

## **5. Amendments to Bylaws**

- A. Amendments to these 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. Each policy and each revision shall carry the dates of its adoption. Board policies are also available on the library website.

Reviewed: 5/3/2017

Reviewed: 5/12/2021

Reviewed: 5/8/2024