

# Drake Free Public Library Centerville, Iowa

## Bylaws

### I. Name and Purpose

- A. The Drake Free Public Library Board of Trustees will hereafter be referred to as the Board.
- B. The Board will comply with the *Iowa Code* in all questions of library law and governance and will further comply with the regulations set forth in the *Centerville City Ordinance*. The Board's specific powers and duties are set forth in Chapter 2.56 of the *City Ordinance*. See Appendix A.

### II. Duties of the Board

- A. Hire and evaluate the Library Director.
- B. Set salaries and benefits for library personnel as set forth in the *City Ordinance*.
- C. Participate in the budget process and secure adequate financial support for the library's operations and services.
- D. Set policies for the library's operations and services.
- E. Engage in planning for the library's future.
- F. Ensure library director and staff participation in training and continuing education.
- G. Participate in Board training and educational opportunities.
- H. Ensure the library's involvement in state library and library service area initiatives.

### III. Board Members

- A. Appointments for expired terms or to fill vacancies are made by the Mayor with the approval of the City Council. Recommendations by the Board to the Mayor to fill expired terms or to fill vacancies shall be based on the candidate's qualifications to serve in this capacity.
- B. There shall be 9 members.
- C. A term of appointment shall be 6 years.

### IV. Officers

- A. The officers of the Board shall be President, Vice President and Secretary.
- B. The officers of the Board shall be elected from the Board at the annual meeting. A majority of votes shall elect. Officers shall serve until the next annual meeting.
- C. Duties of Officers
  - 1. The President shall preside at all meetings and appoint all committees.
  - 2. The Vice President shall, in the absence or the resignation of the President, assume the duties of the President.

3. The Secretary shall make note of Board Members present at meetings, record all motions made, record all bills allowed and any other action taken by the Board. The Secretary shall keep all files and records in an orderly and businesslike method.
- D. Any officer elected or appointed from the Board may be removed by the Board by a majority vote of the entire Board whenever in its judgment the best interests of the library would be better served with such removal. This removal shall not prejudice the rights of the officer removed.
- E. A vacancy in any office because of death, resignation, removal or disqualification, or otherwise may be filled from the board by majority vote for the unexpired portion of the term.

## V. Meetings

- A. The regular meeting of the Board shall be on the second Wednesday of each month at 5 o'clock PM in the upper area of the Drake Free Public Library except when there is a need to move the meeting date or time due to conflicts.
- B. The annual Board meeting shall be in July. At this meeting there will be an annual report from the library Director, officers will be elected for the coming year and salaries of library employees shall be set for the following year, based on evaluations.
- C. A quorum shall consist of 5 members (from its total membership of 9 trustees).
- D. The Board shall comply with Iowa's Open Meeting law, including posting a copy of its agenda 24 hours prior to the meeting. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.
- E. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- F. The Director of the Drake Free Public Library shall be present and participating at each meeting of the Board.
- G. The Board will conduct its meetings according to the parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

## VI. Committees

- A. Standing Committees shall consist of the following: Executive Committee, Governance Committee, Budget and Finance Committee, Personnel Committee, Building Committee and Public Relations Committee. See Appendix B for Standing Committee descriptions.
- B. The President shall appoint ad hoc committees as needed.
- C. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.
- D. A quorum shall consist of a majority of the members of the committee

## VII. Conflict of Interest

- A. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Drake Free Public Library in which they have a direct or indirect financial interest.

- B. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.
- C. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

VIII. Repeal or Amendment of Bylaws

- A. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be mailed or emailed to all absent members at least 10 days prior to the voting session. A simple majority of the entire Board shall be sufficient for adoption of an amendment.

Adopted by the Drake Free Public Library Board of Trustees  
August 12, 2015

# Appendix A

## Centerville City Ordinance

### Chapter 2.56 - Board of Library Trustees

#### Chapter 2.56 - Board of Library Trustees

2.56.010 - Purpose.

2.56.020 - Public library established.

2.56.030 - Library trustees.

2.56.050 - Terms, vacancies and compensation.

2.56.060 - Powers and duties.

2.56.070 - Power to contract with others for the use of the library.

2.56.080 - Nonresident use of library.

2.56.090 - Library account.

2.56.100 - Annual report.

#### *Sections:*

#### 2.56.010 - Purpose.

The purpose of this chapter is to provide for the creation and appointment of a city library board of trustees, and to specify that board's powers and duties. (Ord. 1031 § 1, 1975).

#### 2.56.020 - Public library established.

There is established a free public library for the city, to be known as the Drake Free Public Library. (Ord. 1031 § 2, 1975).

#### 2.56.030 - Library trustees.

The board of trustees of the Drake Free Public Library, hereinafter referred to as the board, shall consist of not less than nine members of legal age who shall be appointed by the mayor with the approval of the city council. In the event the board contracts for the use of the library, the other contracting party shall be entitled to the appointment of one representative on the board who shall serve until the contract is terminated. All other members of the board shall be bona fide citizens and residents of the city or residents of unincorporated portion of the county. (Ord. 1284 § 1, 2008).

#### 2.56.050 - Terms, vacancies and compensation.

A. Terms of Office. All appointments to the board shall be for six years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two years of one-third the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)

B. Vacancies. The position of any trustee shall be vacant if he moves permanently from the city or if he is absent from six consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council and the new trustee shall fill out the unexpired term for which the appointment is made.

C. Compensation. Trustees shall receive no compensation for their services. (Ord. 1031 § 5, 1975).

#### 2.56.060 - Powers and duties.

The board shall have and exercise the following powers and duties:

A. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The city treasurer shall serve as board treasurer, but shall not be a member of the board;

B. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same;

C. To direct and control all the affairs of the library;

D. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library. Compensation amounts and increase thereto, if any, shall be reviewed by the librarian, president of the library board, and the city clerk and/or mayor, and a recommendation from them made to the library board for compensation and any increase for any and all employees. Approval must be made by a majority of the nine-member board voting in favor thereof. Compensation and/or any increases recommended to the library board may be reduced from the recommendation of the librarian, president of the library board, city clerk and/or mayor based on employee performance evaluations, but may not be increased;

E. To remove the librarian by a two-thirds vote of the board and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject, however, to the provisions of Chapter 70, Code of Iowa;

F. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the board;

- G. To authorize the use of the library by nonresidents of the city and to fix charges therefor;
- H. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations;
- I. To have exclusive control of the expenditure of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected, under the rules of the board;
- J. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library;
- K. To keep a record of its proceedings;
- L. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city by action against the city council;
- M. To have authority to make agreements with the local county historical association, where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes. (Ord. 1281 § 1, 2008; Ord. 1031 § 6, 1975).

2.56.070 - Power to contract with others for the use of the library.

- A. Contracting. The board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or with the trustees of any county library district for the use of the library by their respective residents.
- B. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five percent in number of the electors who voted for governor in the territory of the party at the last general election. The petition must be presented to the governing body not less than forty days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract. (Ord. 1284 § 2, 2008; Ord. 1031 § 7, 1975).

#### 2.56.080 - Nonresident use of library.

The board may authorize the use of the library by nonresidents in any one or more of the following ways:

- A. By lending the books or other materials of the library to nonresidents on the same terms and conditions as to residents of the city, or upon payment of a special, non-resident library fee;
- B. By establishing depositories of library books or other materials to be loaned to nonresidents;
- C. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents;
- D. By establishing branch libraries for lending books or other library materials to nonresidents. (Ord. 1031 § 8, 1975).

#### 2.56.090 - Library account.

All money appropriated by the council from the general fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the board, signed by its president and secretary. The warrant writing officer is the (city clerk, city finance officer, board secretary, librarian). (Ord. 1031 § 9, 1975).

#### 2.56.100 - Annual report.

The board shall make a report to the city council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the council. (Ord. 1031 § 10, 1975).

# Appendix B

## DRAKE FREE PUBLIC LIBRARY BOARD STANDING COMMITTEES

### Executive Committee

The members of the Executive Committee consist of the current Board President, Vice President and Secretary.

This Committee is authorized to meet and take action on urgent matters between Board meetings when it is impractical to get the full Board together for a special meeting. The Executive Committee must record in its minutes the reason for the meeting and the reason it was not practical to convene a full Board meeting. The Executive Committee must report its activities at the next regular meeting of the Board.

### Governance Committee

Duties of this Committee include, but are not limited to, the following:

- Develops a position description for Board members
- Maintains a list of potential Board members
- Assists the Director in the orientation and training of new members
- Develops a mentoring program for new members
- Ensures that each Board member receives a copy of the latest edition of the *Iowa Library Trustee Handbook*, the *Open Meetings, Open Records Handbook*, the City of Centerville ordinances which pertain to the Library, and the Drake Free Public Library Bylaws
- Conducts regular Board self-assessments
- Provides continuing education on best practices for library boards and on laws related to library boards

### Budget and Finance Committee

Duties of this Committee include, but are not limited to, the following:

- Works with the Library Director to develop a fiscally sound budget by comparing budgeted to actual results
- Reviews issues related to public funding providers (city and county) as requested by the Director
- Works with the Director to develop and review policies that are related to financial matters

#### Personnel Committee

Duties of this Committee include, but are not limited to, the following:

- Prepares the annual performance evaluation of the Library Director
- Addresses personnel issues as presented to the Committee by the Board, staff and/or the Director
- Works with the Director guiding the development, review and authorization of personnel policies and procedures and recommends such policies and procedures to the Board
- Works with the Director to ensure the Library's working environment is conducive to attracting and keeping quality personnel
- While the full Board actually hires the Library Director, the Personnel Committee may recruit, screen and interview applicants and make a recommendation concerning top candidates

#### Building Committee

Duties of this Committee include, but are not limited to, the following:

- Creates a building, grounds and furnishing maintenance schedule
- Advises the Board on contracting for building systems maintenance and repair
- Periodically reviews the maintenance and repair budget and develops a planned, multi-year budget for routine maintenance and repair of the building systems
- Works to help develop plans for Library remodeling, redesign or renovation

#### Public Relations Committee

Duties of this Committee include, but are not limited to, the following:

- Represents the Library organization to the community through interpreting the Library's programs, services and mission
- Enhances the Library's image through communication with the press
- Works with the Director to develop and maintain the Library website
- Develops brochures and other public information tools
- Works with the Friends of the Drake Public Library and Drake Public Library Foundation to promote the Library as a center of education in the community