

2.1 By-laws of the Library Board

Pella Public Library

Adopted 5/9/00; Last revised 12/10/19

LIBRARY BOARD

According to the requirements of Chapter 22 of the Pella Code of Ordinances, the Board of Trustees of the Pella Public Library shall consist of six (6) resident members and one nonresident member. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident member is to be appointed by the Mayor with the approval of the County Board of Supervisors. The length of the term of office shall be for 3 years. No Board member shall serve more than all or parts of two successive terms. If a Board member wishes to be reappointed after serving two terms, that person may be so appointed after NOT serving for a period of one term.

The general powers and duties of the Trustees of the Pella Public Library are contained in the City Code of Pella, Iowa.

The Board shall exercise its powers and duties by:

- a. Employing a competent and qualified Library Director.
- b. Cooperating with the Director in determining and adopting written policies to govern the operation and program of the Library including personnel policies and those governing the selection of library materials, 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. Seeking adequate support for and assisting in the preparation of the annual budget.
- e. Developing long-range goals for the Library and working toward their achievement.

OFFICERS

The officers of the Board shall consist of a President, Vice President and Secretary. Their terms of office shall be for one year. Officers shall be elected at the July meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, providing that none serves more than three terms in the same office.

The duties of all officers shall be such as by custom and law in accordance with their titles.

MEETINGS

Regular meetings shall be held monthly at the library; date and hour to be determined by the Board. Agendas will be posted on the Library's information board.

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 notice be given to all trustees at least 24 hours in advance of the special meeting and that the meeting is publicly announced.

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

Order of business shall include:

- Call to order
- Recognition of visitors and visitors' comments
- Approval of the agenda
- Reading and approval of minutes of previous meeting.
- Reading and approval of bills submitted for payment.
- Committee reports
- President's reports and announcements
- Report of the Library Director
- Unfinished business
- New business
- Adjournment

An agenda for Board meetings shall be prepared by the Library Director in cooperation with the President of the Board.

All meetings of the Board are open to members of the public. 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 President, the Secretary, or the Library Director.

Roberts Rules of Order, Revised, shall govern the parliamentary procedure of the Board.

COMMITTEES

The President shall appoint such standing committees as may be needed. Current committees are: Governance & Policy, and Personnel/Nominating. The President is an ex-officio member of every committee.

Such special committees as may be needed may also be appointed. A Planning Committee may be appointed once every three years to update the library's Plan for Service.

THE LIBRARY DIRECTOR AND STAFF

2.1 Board By-Laws

The Library Director shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall be responsible for:

- the selection and appointment of library employees in accordance with the Personnel Policy of the City of Pella,
- specifying the duties of library employees,
- the direction and supervision of library employees,
- the care and maintenance of library property,
- the adequate and proper selection of materials in keeping with the stated policy of the Board,
- the efficiency of library service to the public, and
- the financial operation within the limitations of the budgeted appropriation.

GENERAL

An affirmative vote of the majority of all members of the Board present at the time of the vote shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board shall be present and two-thirds (three) of those present shall so approve.

Members of the Board shall be encouraged to seek professional affiliation and are expected to complete continuing education as required by the State Library of Iowa's current standards for professional development and enrichment.