

# **Denver Public Library Board of Trustees**

## **Board Bylaws**

### **Article I: Name**

The name of this organization is the Denver Public Library.

### **Article II: Objectives**

- A. To improve the function of the Denver Public Library.
- B. To express needs in library services to the city and county decision making bodies, to the district library system, to the State Library of Iowa, to the state legislatures, and to other groups and individuals as deemed necessary by this body.

### **Article III: Membership**

- A. The Board of Trustees will consist of seven (7) members. All members are to be appointed by the mayor with the approval of the city council.
- B. All members of the Board of Trustees shall be citizens and residents of the city, except for at least one member, who shall be a rural resident of the county. The majority of the Board of Trustee members shall be city residents.
- C. All Board of Trustee members shall be over the age of eighteen (18).
- D. All appointments of the Board of Trustees shall be for six (6) years, except to fill vacancies.
  - 1. Each term shall commence on January 1<sup>st</sup>.
  - 2. Appointments shall be made every two (2) years of one-third the total numbers as near as possible to staggers terms.
  - 3. The present incumbents are confirmed in their appointments and terms.
- E. The position of any trustee shall be vacant if he/she moves permanently from the city of county in the case of nonresident county members, or if he/she is absent from five (5) consecutive regular meetings, except in cases of sickness or temporary absence from the city.
- F. Vacancies in the board shall be filled by appointment of the mayor, with the approval of the city council, and the new trustee shall fill out the unexpired term for which the appointment is made.
- G. Trustees shall receive no compensation for their services.
- H. Trustees belong to the Bremer County Library Board of Trustees. At times, trustees will be officers for the Bremer County Board of Trustees. The Bremer County Board of Trustees meet twice yearly.

#### **Article IV: Meetings**

- A. Meetings are normally held the second Monday of each month in the City Council Chambers.
- B. Special meetings shall be called by the President as the need arises.
- C. A quorum at any meeting shall consist of a simple majority.

#### **Article V: Officers and Duties**

- A. Officers shall consist of a President, Vice President, and Secretary.
- B. Officers shall serve for two (2) years.
- C. Duties of the President are:
  - 1. Preside at board meetings.
  - 2. Appoint a temporary secretary in the absence of a secretary.
  - 3. Appoint committees or project chairpersons as the need arises.
  - 4. Signs monthly bills to be paid.
- D. Duties of the Vice President are:
  - 1. Assume the President's duties at any meeting where the President is absent.
  - 2. Assume the President's duties if that office is vacated until an election can be arranged.
- E. Duties of the Secretary are:
  - 1. Conduct all correspondence for the Board.
  - 2. Take complete minutes at each meeting.

#### **Article VI: Committees**

- A. Committees are extensions of the Board and are always responsible to the full Board.
- B. Committees study issues assigned by the full Board and can make recommendations to the full Board about the assigned issue.
- C. Members may be selected from people outside the Board so that additional expertise can be utilized.
- D. Committees shall make regular reports to the Board.

#### **Article VII: Director of the Library**

- A. The Director of the Library shall be a certified librarian by the State of Iowa employed by the Board of Trustees.
- B. The Director shall have sole charge of the administration of the Library under the policies and with the review of the Board of Trustees.
- C. The Director shall be held responsible for the procedures established to enforce the policies established by the Board for the operation of the Library. Among the duties and responsibilities of the Director shall be:

1. Selection of library material and equipment for use by the public.
2. Maintenance and operation of the physical plant.
3. Recruitment, training, assignments, and dismissal of members of the library staff in accordance with the library's Personnel Rules and Regulations.
4. Informing the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.
5. Attendance at all meeting of the Board of Trustees except:
  - a. Those where the professional competence of the Director, and the Director's salary are to be discussed in accordance with Chapter 21, Code of Iowa, Official Meeting Open to the Public.
  - b. Those held when the Director is physically unable to attend due to illness.
  - c. Those where the Board of Trustees has granted special leave.
6. Attendance at the meetings of the committees of the Board of Trustees.

**Article VII: Bylaws**

- A. Bylaws may be changed by a vote of the Board of Trustees as often as deemed necessary.
- B. Bylaws shall be reviewed every two (2) years.

**REVIEWED AND APPROVED:**

**DATE: 10-29-2019**