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## **Board of Trustees Bylaws**

### **Article I: Official Title**

The Board shall be known as "New Virginia Public Library Board of Trustees" and that shall be the style and signature of all instruments and papers relating to its publication or business.

### **Article II: Board of Trustees**

*Section 1. Number and qualifications.* The governing body of the library system is composed of 7 members as recommended by the existing board and approved by the New Virginia City Council. All terms shall commence on July 1 of each year, except those appointments to fill a vacancy. All board members shall be over the age of eighteen (18).

*Section 2. Term of office and vacancies.* The term of office of trustees shall be six years. If a board member resigns before his or her term is completed, it is the duty of the president to notify the appointing official of the vacancy and to suggest to the appointing official names of persons who may qualify to fill the position.

### **Article III: Officers**

The officers of the Board shall be a President, a Vice President and a Secretary whose duties shall be such as are usually performed by like officers of similar organizations and such as may be prescribed by the Board. The Treasurer shall not be a member of the Board. No officer of the Board shall hold the same office for more than two (2) consecutive years. The vice president shall become president at the regular July meeting of the Board or at a special meeting called for that purpose. A new Vice President and Secretary shall be elected at the same meeting. In case of an election not being held before their terms would otherwise expire, officers shall hold their respective offices until the elections and acceptance of their successors. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. The chair shall vote on all issues.

### **Article IV: Meetings**

*Section 1.* The regular meetings of the Board shall be monthly with time and date to be decided by the current Board.

*Section 2.* Special meetings may be called on request of the President, or of any three (3) Board members. Such request shall be in writing, electronic or otherwise, and state the reasons thereof and shall give at least five (5) days notice except in cases of emergency. In the event of an emergency, the Board may meet as soon as it is possible to assemble a quorum. Emergencies will be considered things that prohibit the normal running of the library such as, but not limited to, storm damage, acts of vandalism, or major repairs to mechanical systems.

*Section 3.* Four (4) members shall constitute a quorum, and the actions of a majority of those present shall control.

#### **Article V: Powers and Duties of the Board**

The duties of the Board consist of carrying out conscientiously the power given them under *City Ordinance 31-2 (2/2/81)* and *revised Ordinance 43-4.31 through 43-4.37 (6/2/86)* and *revised Ordinance 98 4.31 through 4.35 (March 13, 2010)*. It is their duty and responsibility to:

- a. Have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
- b. Direct and control all the affairs of the library.
- c. Employ a Director, authorize the Director to employ such assistants as may be necessary for the proper management of the library, and fix their compensation.
- d. Remove by two-thirds vote of the Board the Director for misdemeanor, incompetence or inattention to duty, subject to the provisions of Chapter 70, Code of Iowa.
- e. Authorize the Director to select, and make purchases of library materials according to the policy of the Board, and to purchase supplies within budgetary limits set by the Board.
- f. Authorize the use of the library by nonresidents of the city and to fix charges (if any) therefore.
- g. Have exclusive control of the expenditure of all funds allocated for library purposes, including all moneys available by gift, fines, etc.
- h. Accept gifts of real property.
- i. Make a report to the City Council at the first council meeting of each calendar year for the prior calendar year. Make a similar report to the Warren County Supervisors following the end of the Library's fiscal year, which is June 30.

#### **Article VI: Rules of Order**

The rules contained in *Robert's Rules of Order, Revised* shall govern this Board and the Bylaws shall yield only, in point of conflict, to legislation enacted by the Iowa Legislature, specifically aimed at Iowa libraries and library boards, and incorporated into the *Iowa Code*.

#### **Article VII: Committees**

*Section 1.* The President shall appoint special committees for such specific purpose as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

#### **Article VIII: Amendments to the Bylaws**

These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members at least one week prior to the meeting at which such action is proposed to be taken.

These bylaws are in force upon adoption by the Board on April 3, 2006.