

**ESTHERVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES BY-LAWS**

**I. Library Board**

- A. The general powers and duties of the Estherville Public Library Board are governed by Title IV - Chapter 1, of the Municipal Code of Estherville, Iowa.
- B. The board will exercise its powers and duties by:
  - 1. Employing a competent and qualified Library Director.
  - 2. Cooperating with the Director in determining and adopting written policies to govern the operation and program of the library.
  - 3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
  - 4. Assisting in the preparation of and seeking adequate support for the annual budget.
  - 5. Developing long-range goals for the library and working toward their achievement.

**II. Officers**

- A. The officers of the board shall consist of a President, Vice-President, Secretary, and a Co-Secretary. Their terms of office shall be for one year. Officers shall be elected in July and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than six terms in the same office, unless selected by unanimous vote.
- B. The duties of all officers shall be such as by custom and law and the rules of the board usually devolve upon such officers in accordance with their titles.

**III. Meetings**

- A. Regular meetings shall be held monthly, date and hour to be determined by the library board, in the

Community Room of the library or such other place as the library board may determine.

- B. Special meetings may be held at any time at the call of the Library Director or by authority of a presiding officer.
- C. A quorum at any meeting shall consist of four (4) or more members. The quorum shall include the President as a voting member.
- D. Order of business:

- Call to order
- Agenda Approval
- Highlights
- Approval of Consent Agenda
  - Minutes
  - Bill
  - Circulation Report
  - Director's Report
- Discussion of items pulled from Consent Agenda
- Public Comments
- Brainstorming
- Unfinished Business
- New Business
- Upcoming Business

- E. An agenda of library board meeting shall be prepared by the Library Director and transmitted to library board members at least forty-eight (48) hours before the meeting along with a copy of the minutes from the previous meeting.
- F. All library board meetings are open to the public except for those sessions which may be closed under the provision of the Iowa Open Meetings Law governed by the Code of Iowa. Members of the public who wish to address the library board should request a place on the agenda not later than twenty-four (24) hours before the time established for the meeting. The request may be directed to the President, Secretary, or Library Director.
- G. Members of the public are welcome to comment during library board meetings. Those who wish to comment must sign in on the guest sheet at the opening of the

meeting and mark their intent to speak. During the time allotted for public comment, each interested individual will be given the floor for up to 3 minutes. The total time allowed for public comment at a given meeting will be 30 minutes.

H. Roberts Rules of Order shall govern in the parliamentary procedure of the library board.

#### **IV. Committees**

A. The library board may appoint such special committees as may be needed from time to time.

B. Committees shall have advisory powers only unless, by suitable action of the library, they are granted specific power to act.

#### **V. Library Director**

A. The Director shall be the executive manager of policies and procedures set forth by the board.

B. The Director shall carry on all affairs authorized by the board.

#### **VI. Amendments to By-Laws**

A. Amendments to these by-laws may be adopted at any regular meeting of the board, provided that notice of proposed amendments be given to all members of the board at least (7) days in advance of the meeting.