

BY-LAWS OF THE URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES

Article I - Name and Purpose

Section 1. This organization shall be known as the Urbandale Public Library Board of Trustees, hereafter referred to as the Board, and shall operate a public library for the City of Urbandale.

Article II - Powers and Duties

Section 1. The Board shall have the powers and duties set forth in Chapter 22.05 of the Urbandale Municipal Code and as required by Chapter 392.5 of the Code of Iowa.

The Board shall exercise its powers and duties by:

- A. employing a competent and qualified Library Director
- B. cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the library
- C. reporting to and cooperating with other public officials, boards, and the community to promote a public relations program for the library
- D. assisting in the preparation of and seeking adequate support for the annual budget
- E. developing long-range goals for the Library and working toward their achievement
- F. fostering inter-library cooperation at the state, regional, county, and local levels

Section 2. The powers and duties shall be subject to changes or repeals of state law and such changes or repeals shall take precedence over these bylaws.

Article III - Membership

Section 1. Qualifications. Trustees shall be residents of Urbandale and shall be at least 18 years of age.

Section 2. Number and Appointment. The Board shall consist of seven Trustees, appointed by the Mayor and approved by the City Council.

Section 3. Terms. Appointments to the Board shall be for six years, except to fill vacancies, and shall begin on July 1 in the year of appointment. The terms of not more than two Trustees shall expire in any one year.

Section 4. Compensation. Trustees shall serve without compensation but may be reimbursed for expenses incurred relating to official library business.

Section 5. Vacancies. A vacancy on the Board because of death, resignation, or removal shall be filled by appointment of the Mayor, with approval of the City Council. The appointed Trustee shall fill out the unexpired term for which the appointment is made. The position of any Board member shall be considered vacant if such member is absent from six consecutive regular meetings in any 12 month period, unless the Board resolves otherwise.

Section 6. Resignations. Resignation from the Board shall be by written notification submitted to the Mayor with a copy submitted to the Board President and the Library Director. The resignation shall be effective upon receipt of such notice by the Mayor or any later date specified. The acceptance of such resignation shall not be necessary to make it effective.

Section 7. Orientation for Trustees. Prior to the first regular meeting following their appointment, new Trustees shall be provided copies of these bylaws and other documents that would be useful in carrying out their duties.

Section 8. Ex-Officio Member. The Library Director is a non-voting, ex-officio member of the Board and shall attend all Board meetings and present a report at each regular meeting.

Article IV - Officers

- Section 1.** Number. The officers of the Board shall be President, Vice President, and Secretary.
- Section 2.** Election and Term of Office. The Board shall elect officers at the regular meeting in June. These officers shall serve for a term of one year beginning July 1. Officers shall hold office until their successors are elected and installed. Officers may succeed themselves in office.
- Section 3.** Vacancies. In the event of the death, resignation, or removal of any officers, the Board shall elect a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.
- Section 4.** President. The President shall preside at meetings of the Board, appoint committees, and perform all other duties associated with the office.
- Section 5.** Vice President. The Vice President shall perform such functions as may be assigned and shall perform the functions of the Board President in his/her absence or disability.
- Section 6.** Secretary. The Secretary shall perform such functions as may be assigned and shall perform the functions of the Board President in the simultaneous absence or disability of the President and Vice President.

Article V - Meetings

- Section 1.** Conduct of Meetings. The Board shall observe the Iowa Open Meetings Law, Chapter 21 of the Code of Iowa, in the conduct of its meetings.
- Section 2.** Regular Meetings. The Board shall meet on the fourth Monday of every month at 5:30 p.m. at the Library. Any change in the meeting date, time, or place shall be approved by the Board at a previous regular meeting.
- Section 3.** Special Meetings. The President or any two Trustees may call a special meeting of the Board at any time. Only the matters of business stated in the call for the special meeting may be transacted.
- Section 4.** Notice of Meetings. Notice of the time, date, place, and tentative agenda of each Board meeting shall be publicly posted and sent to Trustees at least 48 hours prior to the meeting.
- Section 5.** Quorum. A quorum for the transaction of business shall consist of four or more Trustees. Discussion can continue, but no action can take place, if a quorum is not present.
- Section 6.** Open Meetings. Meetings of the Board are open to individuals who may wish to address the Board or observe the proceedings.
- Section 7.** Exception to Open Meetings. The Board may hold a closed session to address topics set forth as exceptions to the Iowa Open Meeting Law. An affirmative public vote of either two-thirds of the total number of Trustees or all of the Trustees present at the meeting is required to hold a closed session.
- Section 8.** Procedural Rules. Meetings shall be conducted according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

Article VI - Organization of Board Business

- Section 1.** Agenda. The Board President and Library Director shall prepare the agenda for each Board meeting.
- Section 2.** Order of Business. The order of business for regular meetings shall include, but not be limited to, the following items:

- A. Call to Order
- B. Roll Call
- C. Approve Minutes of Previous Meeting
- D. Approve Bill List
- E. Public Forum
- F. Unfinished Business
- G. New Business
- H. Director's Report
- I. Adjournment

Section 3. Minutes. The Board shall record its proceedings as minutes. Minutes of regular and special meetings are to be prepared and forwarded to Trustees before the subsequent meeting. Additions or corrections are brought to the subsequent meeting for adoption. The Library shall keep as permanent record copies of approved minutes, including documents attached to the minutes by Board action. Minutes of regular and special meetings are public information and will be made available to the public upon request.

Section 4. Policies. Policies adopted by the Board shall be filed by subject in a policy notebook. Each policy and each revision shall carry the date of its adoption.

Section 5. Committees. The Board President shall designate committees and their composition, duties, and terms. Committees shall make progress reports at each regular Board meeting. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

VII - Library Director

Section 1. The Board shall employ a competent and qualified Library Director who, under its review and direction, shall be the executive and administrative officer of the library. The Library Director shall be responsible for:

- employment and direction of staff
- care and maintenance of the building, grounds, and equipment
- efficiency and effectiveness of the library's service to the public
- provision of library collections
- operation of the library under the financial conditions set forth in the annual budget
- implementation and enforcement of policies adopted by the Board

VIII - Amendments

Section 1. Amendments to these bylaws may be adopted at any meeting of the Board, provided notice of proposed amendments is given to all members of the Board in advance of the meeting.

Adopted by the Urbandale Public Library Board of Trustees, February 25, 2013