

# Urbandale Public Library Board of Trustees

## Bylaws

### I. Library Board of Trustees

- A. The Urbandale Public Library shall be governed by a Board of Trustees. The Board shall consist of seven members who are over 18 years of age and residents of Urbandale. Members are appointed by and serve at the pleasure of the Mayor, with the approval of the City Council.

A normal term of appointment is for a period of six years commencing on July 1 in the year of appointment. The terms of not more than two members of the Board shall expire in any one year. The position of any Board members shall be vacant if such member is absent from four regular meetings of the Board in any 12-month period, except for excused absences. Virtual attendance at any meeting is permitted when a member finds it difficult to be there in person. Vacancies on the Board shall be filled by appointment of the Mayor, with the approval of the City Council, and a new Board member shall fill out the unexpired term for which the appointment is made.

- B. The general powers and duties of the Board of Trustees are set forth in Chapter 32 of the Code of Ordinances, Urbandale, IA.

- C. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified Library Director;
2. Cooperating with the library director in determining and adopting written policies to govern the operation of the library;
3. Reporting to and cooperating with other public officials, boards, and the community as a whole in support of 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; and
6. Fostering inter-library cooperation at the state, regional, county, and local levels.

### II. Officers

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

- B. Each officer shall perform such duties as are the customary duties of their position and as determined by the Board of Trustees.

### III. Meetings

- A. Regular meetings shall be held monthly, the date and hour to be determined by the Board, in the conference room at the library or such other place as the Board may determine.

- B. 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 thereof is given to all Trustees at least 48 hours in advance of the special meeting.

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

- D. Order of business:
- Approve Agenda
  - Approve Minutes of Previous Meeting
  - Citizen's Forum
  - Approve Bill List
  - Unfinished Business
  - New Business
  - Director's Report
  - Adjournment
- E. An agenda for each Board meeting shall be prepared by the Library Director in cooperation with the President of the Board and shall be publicly posted at least 24 hours prior to the meeting.
- F. The Board of Trustees shall observe the Iowa Open Meetings Law (Chapter 21, Code of Iowa) in the conduct of its meetings. All meetings of the Board shall be open to members of the public except that the Board may, by public vote of either two-thirds of the members or all of the members present at the meeting, approve a closed session to address those topics set forth as exceptions to the Iowa Open Meetings Law.
- G. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.

#### **IV. Committees**

- A. The President may appoint such committees as may be needed from time to time. Each 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.
- B. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

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

- A. The Library Director shall execute and administer the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be:
1. To select materials for the library's collection;
  2. To maintain and operate the physical facility;
  3. To recruit, train, and assign members of the library staff;
  4. To inform the Board continually and completely regarding the finances, public services, physical facility, personnel, collection, and other developments, changes, and problems of the library; and
  5. The Library Director shall be in attendance at all meetings of the Board except those at which the Director's tenure or salary is to be discussed or decided.

#### **VI. Amendments to the Bylaws**

- A. Amendments to these Bylaws may be adopted at any regular or special meeting of the Board, provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.

Revised and Adopted by the Urbandale Public Library Board of Trustees, February 22, 2016

Revised July 25, 2016, December 16, 2019, January 23, 2023

Approved January 26, 2026