

Library Board of Trustees Bylaws

Library Board

- A. According to the requirements of Ordinance 2.64.020, City of Fort Dodge, the Library Trustees of the Fort Dodge Public Library shall consist of five members to be appointed by the Mayor, with the approval of City Council.
- B. The general powers and duties of the Fort Dodge Public Library Trustees are outlined in Ordinance 2.64.050, City of Fort Dodge.
- C. The Board of Trustees 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 and program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment;
 - 3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the public library;
 - 4. Assisting in the preparation of and seeking adequate support for the annual budget, as well as encouraging private support and funding;
 - 5. Developing a long-range plan for the library and working toward its achievement with the help of the Library Director and staff;
 - 6. Participating in development training opportunities each year in accordance with the State Library of Iowa's *In Service to Iowa Public Library Standards*;
 - 7. Making a recommendation to the Mayor when a vacancy occurs on the Board.

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 Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than two consecutive terms in the same office.
- B. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

Meetings

- A. Regular meetings shall be held monthly in the Library's Board room, hour and time to be determined by the Board at the annual meeting each year.
- B. The Annual Meeting will be held in July each year.
- C. Special meetings may be held at any time at the call of the President or at the call of any two members of the Board, or upon recommendation of the Library Director, provided that notice is given to all Trustees and local media at least 24 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of three or more members. Attendance by one or more members via conference call or video conferencing software shall be acceptable to ensure a quorum.
- E. Order of Business (or at the discretion of the President):
 - Call to Order/Determination of Quorum
 - Agenda Approval
 - Approval of Minutes
 - Comments/Questions from the Public
 - Bills & Financial Reports
 - Communications/Board Education
 - Director's Report
 - Committee Reports
 - Old Business
 - New Business
 - Adjournment
- F. An agenda for Board meetings shall be prepared by the Library Director, in cooperation with the President of the Board, at least 24 hours before the meeting. Other Trustees may place items on the agenda at least 24 hours before the meeting.
- G. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request must be directed to the President or the Library Director.
- H. An informal parliamentary procedure is used, roughly based on Roberts Rules of Order where convenient. The Board President or

presiding officer shall in all cases be free to vote, make motions, and enter discussion at any point.

Committees

- A. The Board President may appoint such special committees of two members as may be needed from time to time.

Amendments to Bylaws

- A. Amendments to these Bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board not less than 24 hours in advance of the meeting.

Approved 88
Amended 9/90, 6/91, 4/04
Amended 2/27/2012
Amended 01/26/2015
Amended 01/23/2019
Amended 12/27/2021