

# BY-LAWS OF THE GARRISON PUBLIC LIBRARY

2015

The following By-Laws of the Garrison Public Library shall govern the administration and actions of the Board of Trustees in the operation of the Garrison Public Library, as provided by the state and county laws and city ordinances and may be amended as necessary.

## ARTICLE I - OFFICE

The location of the Garrison Public Library is at 201 E. Pine St., Garrison, Iowa.

## ARTICLE II – BOARD OF TRUSTEES

### Section 1: Number, Appointment and Term of Office

- A. The number of trustees of the Library shall be not less than five (5) members with at least one (1), but not more than two (2), being non-resident members.
- B. Except as otherwise provided herein or by law, the board shall recommend persons for the appointment and all members are to be appointed by the Mayor with the approval of the Town Council.
- C. All resident members of the Board shall be bona fide citizens and residents of the City. The non-resident member or members of the Board shall be bona fide citizens and residents of the unincorporated County. All members shall be over the age of eighteen (18) years.
- D. All appointments to the Board are for six (6) years, except to fill vacancies. Each term shall commence on July 1<sup>st</sup>. Appointments shall be made every two (2) years of one-third of the total number as near as possible to stagger the terms.
- E. Vacancies: The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a non-resident trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County.

Vacancies on the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

- F. Members of the Board of Trustees shall receive no compensation for their services.

## Section 2: Duties and Powers

A. The board has and exercises the following powers and duties:

1. To meet and elect from its members a president and vice president.
2. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. To direct and control all affairs of the Library.
4. To employ a Library Director, and authorize the Director to employ such assistants and employees as may be necessary for the proper management of the library, and to decide compensation to the employees for such services.
5. To remove the Director, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency or inattention to duty, subject however, to the provisions of chapter 70 of the code of Iowa.
6. To establish a policy for selection of books and other materials to be purchased and contained in the library.
7. To establish regulations providing for library operation, as in charges for the use of library equipment.
8. To have exclusive control of the expenditure of all funds allocated for Library purposes, and of all monies available by gift or all other monies belonging to the Library.

## Section 3: Meetings

- A. Regular meetings of the Board of Trustees will be held on the second Tuesday of each month at 5:00 pm at the Library, except for the month of December.
- B. The Board of Trustees may provide by resolution, the holding of other regular or special meetings, and may fix the time and place thereof.
- C. Special meetings of the Board of Trustees shall be held whenever called by the President or by one of the trustees, at such time and place as may be specified, with notice given to all members of the Board.

- D. At all meetings of the Board of Trustees, the President of the Board shall preside. If there is no President, or he/she is absent the Vice-President will preside.
- E. At all meetings of the Board of Trustees, the presence of a majority of the entire Board shall be necessary to constitute a quorum for the transaction of business. If a quorum is not present, the meeting may be adjourned by a majority of the members present.

### ARTICLE III – OFFICERS

#### Section 1: Qualifications, Election and Term of Office

- A. The officers of the Library Board of Trustees shall consist of a President, Vice-President, and with the Library Director acting as Secretary.
- B. The Board of Trustees at the August meeting shall elect said officers. This is the first regular meeting, after the end of the fiscal year, which is June 30<sup>th</sup>.
- C. The President of the Board of Trustees shall be the chief executive officer of the Board.
- D. The Vice-President of the Board of Trustees shall serve only in the absence of the President, and then only in matters delegated to him/her by the Board.
- E. The Secretary (Library Director) shall keep the minutes of the board meetings and preserve the same for future reference and use.
- F. The Chief Financial Officer shall supply a current financial report at each regular Board meeting and also at the end of the fiscal year. The year-end financial report shall also be given to the Garrison Town Council.
- G. Any officer may resign at any time by giving written notice of such resignation to the Board of Trustees.