

# Lehigh Public Library Bylaws

## Name and Purpose

**A.** The Lehigh Public Library Board of Trustees, hereafter referred to as the Board, is established according to the Ordinance #2-81, City of Lehigh. The Board shall consist of 4 resident members and 1 nonresident member. All resident members are recommended by the Board of trustees and appointed by the mayor with the approval of the council. The nonresident member is to be recommended by the Board of trustees and appointed by the mayor with the approval of the County Board of Supervisors

**B.** The Board will comply with the Code of Iowa in all questions of library law and governance and will further comply with the regulations set forth in Lehigh's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

## Board Meetings

**A.** The Board shall have a minimum of ten meeting a year on the second Monday of every month at 5:30pm in the Lehigh Public Library. If the second Monday of the month falls on a legal holiday, the Board will agree on an alternate date, usually the second Tuesday of the month.

**B.** The order of business for regular meetings will include but not be limited to the following:

1. Call to Order
2. Agenda Approval
3. Minutes Approval
4. Bill Approval
5. Public Comment
6. Correspondence
7. Reports: Board Committees/ Librarian/ Others
8. Unfinished Business
9. New Business
10. Agenda Items for Next Meeting
11. Upcoming meetings
12. Adjourn

**C.** The Annual Meeting will be held in the second Monday in July for the purpose of the adoption of an annual report. This meeting will be in conjunction with the regular library board meeting.

**D.** Special meetings may be held at any time at the call if 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 24 hours in advance of the special meeting.

**E.** A quorum shall consist of 3 members (from its total membership of 5 trustees)

**F.** The Board shall comply with Iowa's Open meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. Non-board members who wish to address the Board should request a place on the agenda no later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Librarian.

**G.** The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

**H.** The Director of the Lehigh Public Library shall be present and participating at each meeting of the Board.

**I.** The Librarian in cooperation with the President of the Board shall prepare an agenda for Board meetings.

**J.** The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

### **Officers and Committees**

**A.** Officers shall be the Board President, vice president, and secretary and shall be elected at the annual meeting in July. Their terms of office are for one year. Officers may succeed themselves in office preferably for a max of three years.

**B.** The president shall preside at all the meetings, appoint all committees, and generally perform all duties associated with the office. In absence of the president, the Vice-president shall assume the President's duties.

**C.** Each committee shall act in an advisory capacity and shall report its recommendations to the full board.

### **Major Functions:**

- Hire and evaluate the library director.
- Set salaries and benefits for the library's personnel.
- Participate in the budget process and secure adequate financial support for the library's operations and services.
- Set policies for the library's operations and service.
- Engage in the Library's future.
- Ensure library director and staff participation in training and continuing education.
- Participate in Board training and educational opportunities.
- Ensure the library's involvement in Iowa Library Services' initiatives.

### **Amendments**

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present, provided that notice of proposed amendments is given to the Board in advance of the meeting.