

## Northwood Public Library Bylaws

### 1. Name and Purpose

- a. The Northwood Public Library Board of Trustees, hereafter referred to as the Board.
- 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 the city's library ordinance. The Boards' specific powers and duties are set forth in the library ordinance.

### 2. Board Meetings

- a. The Board shall meet on the first Monday of every month (excluding July and meeting the 1<sup>st</sup> Tuesday in September due to Labor Day) at 5:00 pm in the Northwood Public Library.
- b. A quorum shall consist of 4 members (from its total membership of 7 trustees).
- c. 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.
- d. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- e. The Director of the Northwood Public Library shall be present and participate at each meeting of the Board.
- f. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

### 3. Officers and Committees

- a. Officers shall be the Board president, vice president, and secretary and shall be elected at the monthly meeting in August.
- b. The president shall preside at all meetings, appoint all committees, as needed, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- c. Committees: The president, as needed, shall appoint committees.
- d. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

### 4. Major Functions

- a. Hire and evaluate the library director.
- b. Participate in the budget process and secure adequate financial support for the library's operations and services.
- c. Set policies for the library's operations and services.
- d. Engage in planning for the library's future.

- e. Ensure library director and staff participation in training and continuing education.
  - f. Participate in Board training and educational opportunities.
  - g. Ensure the library's involvement in State Library and Library Service Area initiatives.
5. Amendments
- a. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.
6. Displays
- a. The library can be used for approved displays of artworks and craft materials or other items approved by the Board. (Any items offered for sale must be handled by the owner. The library staff will not be involved in the sale of, or responsible for, any of the above items.)