



## **Bylaws**

Following shall be the Bylaws of Fairfield Public Library, Fairfield, Iowa, its Board of Trustees, Director, employees and those administering the business of the establishment. These Bylaws supersede all previous versions.

### **Regular Meetings**

The regular monthly meetings of the Fairfield Public Library Board of Trustees shall be held at the Library at 5:15pm on the third Monday of each month, except in December, when they precede that month's City Council meeting.

### **Annual Meeting**

The annual meeting shall be held at the time of the regular monthly meeting for the month of July, at the usual place and time.

### **Special Meetings**

Special meetings may be called by the President or upon the written request of three (3) members of the Board of Trustees for the transaction of business stated in the call for the meeting.

### **Quorum**

A quorum for the transaction of business shall consist of five (5) members.

### **Parliamentary Guide**

Meetings are conducted in general compliance with guidelines summarized in *Robert's Rules of Order Newly Revised in Brief*, pages 187-197.

### **Public Address**

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 Wednesday prior to a board meeting. The request may be directed to the President, Secretary, or the Library Director. The Board is not obligated to act upon any complaint or suggestion at the meeting at which it is presented.

## **Order of Business**

The order of business at regular meetings shall be as follows:

1. Call to order
2. Public address
3. Approval of Minutes
4. Approval of Bills
5. Communications
6. Report of Librarian
7. Reports of Committees
8. Unfinished business
9. New business
10. Adjournment

## **MEMBERSHIP AND OFFICERS**

### **Number and Term**

The Board of Trustees shall be composed of nine (9) members appointed by the Mayor, with the approval of the City Council, for a period of six (6) years, three (3) members to be appointed every two (2) years. The ultimate responsibility for all library activities rests with the Board of Trustees.

Tenure shall be limited to two successive six (6)-year terms, with reappointment permissible following a two-year period of non-service. A trustee appointed to fill out a term of less than three (3) years may then serve two additional full terms.

### **Officers**

Officers of the Board of Trustees shall be elected by simple majority of the board at the regular annual meeting of the Board, and shall be as follows: President, Vice-President, Secretary, and Treasurer. Officers shall serve one (1)-year terms, and an officer may succeed himself, provided that a President or Vice-President shall not serve more than three (3) consecutive terms.

### **President**

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, authorize payment of all accounts payable, and generally perform the duties of the presiding officer.

### **Vice-President**

The Vice-President shall preside in the absence of the President and perform all other duties in case of the President's absence or incapacity.

### **Secretary**

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings.

### **Treasurer**

The Treasurer shall authorize all accounts payable. The Library Director as Assistant Treasurer shall sign accounts of the Memorial and Gift Fund.

## **COMMITTEES**

### **Standing**

Three (3) standing committees of three members each shall be appointed for purposes outlined on page 49 of the Iowa Library Trustee's Handbook, 2009 edition: Personnel, Finance, and Building and Grounds.

### **Special**

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until completion of the work for which they were appointed.

## **GIFTS**

### **Endowments and Legacies**

Endowment funds and legacies left in trust of the Board of Trustees shall be invested consistent with Iowa law.

### **Books and Articles**

All gifts of articles, books, rare items, etc. donated to Fairfield Public Library shall become the property of Fairfield Public Library and shall be used, displayed, or disposed of as the Board deems fitting and proper, according to the library's Gift Agreement.

### **Monetary Gifts**

All money given as gifts shall be held in the care of the Library Director and deposited in accounts separate from the City of Fairfield General Fund.

## **AMENDMENTS**

Trustees at any regular meeting of the Library Board may make amendments to these Bylaws with a quorum present by the unanimous vote of the members present, providing the amendment was stated in the call for the meeting.

## **PROFESSIONAL PERSONNEL**

### **Library Director**

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for:

1. The care of the building and equipment
2. The employment and direction of the staff and the training of same for efficiency of the Library's service to the public
3. The selection of books and materials according to the Library's collection development policy
4. The preparation of a budget for submission to the Finance Committee in time for approval by the Board before the date specified by the City Council, and
5. The operation of the Library under the financial conditions set forth in the annual budget as finally approved by the City Council.

The Library Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

### **Youth Services Librarian**

The Youth Services Librarian shall be a professional librarian, holding a master's degree or equivalent. Candidates for the position shall be screened and selected by the Library Director, presented to the Board at either a regular or a called meeting, and hired subject to the members' approval. Duties shall include working as a librarian for youth ages birth to 16, assisting with reference work, cataloging of new Youth Services materials, helping at the circulation desk, and other duties as the Library Director assigns. The Youth Services Librarian shall serve in an administrative capacity on a temporary basis should the Library Director be absent because of illness, vacation, or other cause.

## **SERVICE CONTRACTS**

### **Jefferson County**

Pursuant to the original contract of March 13, 1963, the Board of Trustees shall enter into an annual agreement with the Jefferson County Board of Supervisors for the amount of money to be supplied from taxation for free library services to rural residents of Jefferson County.

### **Incorporated Towns**

Separate contracts may be made with the town councils of outlying incorporated towns of Jefferson County for annual remuneration entitling residents of said towns to free library service.

## **PATRONS' RIGHTS TO SERVICES**

### **Use**

The rights of an individual to use the Library shall not be denied or abridged because of his/her race, religion, national origin, or social or political views.

### **Use of Records**

All records of Fairfield Public Library which, by themselves or when examined with other public records, would reveal the identity of a library patron checking out or requesting an item from the library, shall be kept confidential unless otherwise ordered by court of competent jurisdiction. The following rules shall govern public access to all other records of the Fairfield Public Library:

1. The Library Director is designated as the official custodian of the Library's public records.
2. The person desiring access to the records shall request access in writing, identifying as accurately as possible the specific records to which access is desired. In addition, the person shall be asked the reason for the request but cannot be denied access if no reason is stated.
3. Access to the records shall be granted during the hours of 9:00am to 5:00pm, Monday through Friday.
4. Access to the records shall be granted only under the supervision of the Library Director or a staff member specifically authorized by the Library Director.
5. Staff time spent in providing and supervising access to the records shall be charged to the person requesting access at the rate of \$10.00 per hour. This includes staff time spent making photocopies of the records. The minimum charge shall be \$2.00. Law

enforcement agency personnel conducting an authorized investigation shall be exempt from charges, except for the use of the copy machine.

6. If there is cause to believe that examination and/or copying of the records would clearly not be in the public interest and would substantially and irreparably injure any person or persons, access to the records may be delayed while seeking a District Court Injunction.

Approved by Trustees on 5/18/15