

# **BY-LAWS OF THE LE MARS PUBLIC LIBRARY**

*Adopted by the Board of Trustees on July 4, 1984*

*Revised and Approved on October 9, 2001, May 9, 2005, August 9, 2005, December 1, 2008, December 5, 2011, April 13, 2015; March 11, 2019, May 8, 2023, Feb 9, 2026*

## **Article I. AUTHORIZATION:**

The Le Mars Public Library's Board of Trustees shall be organized in accordance with the provisions of the Code of Ordinances of the City of Le Mars, Iowa and Iowa Code.

## **Article II. BOARD OF TRUSTEES:**

- A. Selection:** The Board of Trustees shall consist of seven members. All resident members are to be appointed by the Mayor. The nonresident member of the Board shall be appointed by the Mayor with the approval of the Plymouth County Board of Supervisors. (City Code 23.02) A list of recommended persons shall be submitted by the Library Board to the Mayor.
- B. Term of Office:** All appointments to the board shall be for six years, except to fill vacancies. Each term shall commence on July 1<sup>st</sup>. Appointments shall be made every two years of one-third the total number as near as possible, to stagger the terms (City Code 23.04). A schedule of terms shall be attached to this statement and shall be on file at the library.
- C. Qualifications:** All of the members of the board shall be bona fide citizens and residents of the city, except the nonresident member, and all shall be over the age of 18 years. (City Code 23.03). The nonresident member must be a rural resident of Plymouth County.

- D. Vacancies:** The position of any trustee shall be vacant if such trustee moves permanently from the city, or county for nonresident; or if absent from six consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the Mayor and the new trustee shall fill out the unexpired term for which the appointment is made.
- E. Term Limitations:** Appointments to the board may be for a maximum of two consecutive six-year terms. After that, an individual must be off the board for at least one year before re-appointment may be made for another term. A trustee completing a partial term is eligible for one additional six-year term.
- F. Compensation:** Trustees shall receive no compensation for their services, except for reimbursement in connection with library business (City Code 23.04.3)
- G. Meetings:** Regular meetings of the board are held the second Monday of each month at a time and place fixed by the library board–The annual meeting shall be held at the time of the regular meeting in July of each year.
- H. Open Meetings:** All meetings of the board are open to the public, under provisions of Chapter 21 of the Iowa Code, “Official Meetings Open to Public.”

**Article III. OFFICERS:**

- A.** The officers shall be a president, vice-president, and a secretary elected from the appointed Trustees at the July meeting of the board in odd-numbered years. Each office shall serve a two-year term.
1. **President:** The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents

authorized by the board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

2. **Vice President:** The vice-president shall assume and perform the duties and functions of the president in the event of the absence or disability of the president or of a vacancy in that office.
3. **Secretary:** The secretary is responsible for a true and accurate recording of all meetings of the board. The minutes shall be taken by an appointed staff member. The secretary shall assume such duties as are generally associated with that office. The secretary shall assume and perform the duties and functions of the vice president in the event of the absence or disability of the vice president or of a vacancy in that office.

- B. One month prior to the annual meeting in odd numbered years, the president shall appoint a nominating committee, which committee shall submit to the annual meeting, a candidate for each office. The majority vote of the members present at the annual meeting shall be necessary for election. Nominations may be made from the floor.

**Article IV. MEETINGS:**

- A. The regular meetings shall be held on the second Monday of each month at a time and place fixed by the library board. The Library Director shall provide notice of any meeting as required in Iowa Code 21.4, Public Notice.
- B. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

- C. The Board shall, within ninety days after the close of each fiscal year, make a report to the Council. This report shall contain statements as to the condition of the library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.
- (Iowa Code 336.11; City Ordinance 23.09)
- D. Agendas. The President and Director shall prepare the agenda for all regular Board meetings. Agendas shall be posted and sent to members, the City Office and the media at least 24 hours prior to the regular meeting.
- E. Public Comment. While it is not a requirement to provide time for public comment, visitors' comments shall be at the discretion of the Board President or presiding officer. The library board may allow up to 15 minutes of each board meeting for public comment. Each speaker may be allowed a maximum of three (3) minutes to address the board until the allotted time is up. Library staff time will not be used to prepare materials for public comment. Individuals addressing the Board must provide their name and address.-Limited discussion may take place, but to comply with open meetings laws, no action can be taken on matters not listed on the agenda.
- F. Special meetings may be called by the president, or at the request of two members for the transaction of business as stated in the call for the meeting in accordance with Iowa Code 21. No other business may be discussed at a special meeting.
- G. A quorum for the transaction of business at any meeting shall consist of four members of the board. An affirmative vote of the majority of members present shall be necessary to approve any action before the board. The president may vote upon and may move of second a

proposal before the board. Abstentions are required when a board member has a conflict of interest pertaining to the issue before the board.

**H. Electronic Participation.** Trustees attending a board meeting by electronic means will count towards the quorum. The majority of the quorum must be physically present for board meetings unless it has been determined that the meeting must be entirely electronic.

(Electronic Meetings are covered by Iowa Code 21.8.)

**I. Conduct of Meetings:** Proceedings of all meetings shall be governed by the current edition of Robert's Rules of Order.

**J. Minutes:** "Each governmental body shall keep minutes of all its meetings showing date, time, place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public record open to public inspection." Iowa Code 21.3; 21.8.c

#### **Article V. COMMITTEES.**

**A. Ad Hoc Committees:** The president may appoint special committees of one or more members for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

**B. Standing Committees:** The president may appoint the following standing committees of two or more board members. If four or more board members are present, the meeting must follow all requirements outlined in Chapter 21 of the Iowa Code, "Official Meetings Open to Public."

1. Finance: The committee will work with the Director in preparing a budget. The proposed budget shall be submitted by the Director for board approval at a regular meeting prior to the city deadline for the submission of the budget.
  2. Building and Grounds: The committee will be responsible for overseeing the maintenance of the library building and the attractiveness of the grounds. The committee will also be concerned with the function and interior attractiveness of the building. An annual evaluation and report will be made to the board in June.
  3. Community Relations: This committee will seek to involve members of the community in library projects and promote positive relations between the library and the community and will work with the Friends of the Library when appropriate.
  4. Personnel: This committee will be familiar with city personnel policies and serve as a liaison between library staff and the library board. Staff grievances are handled through the processes identified in the City of Le Mars Employee Handbook & Policy Manual. The Board will evaluate the Director annually at the end of the fiscal year.
- C. Authority of Committees: No committee shall have other than advisory powers unless it is granted specific power to act by the board.

**Article VI. LIBRARY DIRECTOR:**

The Director is the chief administrative officer of the library and shall be appointed by the Board of Trustees. An orientation session for the Director may be conducted by the Personnel Committee. See position description and duties and responsibilities in the appendix.

**Article VII. FINANCE;**

- A. Expenditures.** To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library, including fines and rentals collected under the rules of the Board. (City Code 23.05.9; Iowa Code 392.5)
- B. Donations and Memorials:** Monetary gifts will be used for improvements of the library and its services. “A library board may accept and control the expenditure of all gifts, devises, and bequests to the library” (Code of Iowa 392.5, City Code 23.05.10 & 23.05.11; Library Board Gift & Donor Policy).
- C. Insurance:** The library is covered under the insurance policies of the city for the property and liability. The Board of Trustees is covered for acts of error and omissions under the city’s professional liability policy.
- D. Disposal of Library Property:** The Library Director shall consult with the Board of Trustees before disposing of library property.

**Article VIII. AMENDING BY-LAWS**

By-Laws may be amended by a majority vote of all members of the Board with a written notice of the amendments submitted 10 days prior to the meeting or by a proposal at one meeting and a vote at the next regular meeting.