

THE BOARD OF TRUSTEES BYLAWS
OELWEIN PUBLIC LIBRARY
January 1996
Revised 12/28/2006; 4/17/2008
Reviewed 8/9/2010; 6/9/2011; 9/18/2014; 6/13/2017; 2/12/2020

Library Board

1. According to the requirements of Chapter 3, Article VII, of the Code for the City of Oelwein, the board of trustees shall consist of five members to be appointed by the mayor, with the approval of the city council.
2. The general powers and duties of the board of trustees are outlined in Chapter 3, Section 3-130 to Section 3-138.
3. The Board shall exercise its powers and duties by:
 - a. Employing a competent and qualified library director.
 - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Bylaws. This evaluation will be performed annually by the Board of Trustees and will be discussed with the Director at an April meeting of the Board.
 - c. Cooperating with the librarian in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library material, supplies and equipment.
 - d. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
 - e. Assisting in the preparation of and seeking adequate support for the annual budget.
 - f. Developing long-range goals for the library and working toward their achievement.

Officers

The officers of the Board will be President, Vice President and Secretary, who shall serve terms of 2 years. Elections shall be held at a June meeting of the Board. The duties of the officers are as follows:

1. The President will
 - a. preside at all meetings of the Board.
 - b. sign the monthly financial claims presented by the Director as an indication of the acceptance of the claims by the Board.
 - c. present the budget request to the City Council.
2. The Vice President will
 - a. perform such functions as may be assigned by the President or the Board.
 - b. perform all the functions of the President in his/her absence or disability.
3. The Secretary will
 - a. sign the monthly financial claims together with the President.
 - b. perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President.

Meetings

1. The board of trustees shall hold regular meetings monthly, date and hour to be determined by the board, at the library or such other place as the Board may determine.
2. The order of business for regular meetings shall include but not be limited to the following items:
 - a. Roll call
 - b. Approval of agenda
 - c. Disposition of minutes of previous meeting
 - d. Correspondence and communications
 - e. Friends of the Oelwein Public Library Report
 - f. City Council Liaison Report
 - g. Library Director's Report
 - h. Financial report and approval of expenditures
 - i. Unfinished business
 - j. New business
 - k. Other
 - l. Adjournment
3. An agenda for board meetings shall be prepared by the librarian, in cooperation with the of the Board of Trustees.
4. All meetings of the board shall be open to the public except for those sessions which may be closed under the provisions of Chapter 28A, Code of Iowa, Official Meetings Open to Public. Members of the public who wish to address the board should request a place on the agenda not later than twenty-four (24) hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the librarian.
5. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.
6. The Director is a non-voting, ex-officio member of the Board of Trustees.