

Bylaws for the Board of Trustees of the Baxter City Library

The following bylaws of the Baxter City Library Board shall govern the administration of the Board of Trustees in operating the Baxter City Library, Baxter, Iowa, as provided by the state law, county law, and city ordinances.

Article I Offices

The principal office of the library will be 202 E. State Street, Baxter, Iowa. If and when the meetings are changed in location, notices will be posted according to the open meetings law.

Article II Board of Trustees

Section 1: Number, Appointment, and Term of Office

- A. The number of trustees of the library shall not be less than five.
- B. The President of the Board shall submit names of nominees as recommended by the Board to the City Council. Members of the Board of Trustees shall be appointed by the mayor and voted on by the Baxter City Council, and all members shall have a physical residence with a Baxter address.
- C. All appointments shall be for a term of six years commencing on July 1 of each year. Appointments shall be made every two years of one-third the total number or as near as possible to stagger the terms. Membership on the board shall not exceed more than two full terms.
- D. The position of any trustee shall be vacated if such member moves permanently from the Baxter area. The position of any trustee shall be deemed vacated if such member is absent from three consecutive regular meetings of the board, except in the case of illness or temporary absence from the city or county. Vacancies on the board shall be filled in the same manner as an original appointment except that the new trustee shall fill out the unexpired term for which the appointment was made.
- E. Trustees shall receive no compensation for their services.

Section 2: Meetings

A. Meetings shall be held the first Wednesday of every month at 7:00 P.M. unless it falls on a holiday and then it will be held the following Wednesday. Changes shall be posted one week in advance of the meeting.

B. The order of meetings will be as follows:

1. Call to order
2. Approval of agenda
3. Approval of minutes
4. Librarian's report
5. Old business
6. New business
7. Approval of bills
8. Public comments
9. Agenda for next meeting
10. Adjournment

C. A quorum will consist of 3 trustees.

D. The secretary shall keep a record of the business conducted by this board.

E. The board will use Robert's Rules of Order to conduct its meetings.

F. Special meetings may be called by the Board President or the Library Director by contacting all board members 48 hours in advance of the special meeting.

Section 3: Duties and Powers

A. Officers: To meet and elect from its members a president, secretary, and other officers as it deems necessary. The city treasurer will serve as board treasurer but shall not be a member of the board.

B. Physical Plant: To have charge, control, and supervision of the appurtenances, fixtures, and room containing the same.

C. Charge of Affairs: To direct and control all affairs of the city library.

D. Hiring of Personnel: To employ a librarian and to authorize the librarian to employ such assistants and employees as may be necessary for the proper

management of the library, and fix their compensation; provided, however, that prior to such employment the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.

E. Removal of Personnel: To remove the librarian by a two-thirds vote of the board of trustees and provide procedures for the removal of the assistants or for employee's misdemeanor, incompetence, or inattention to duty, subject to the provisions of Chapter 70 of the Code of Iowa.

F. Purchases: To authorize the librarian to select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, or other library materials, furniture, fixtures, technology, and supplies for the library within the budgetary limits set by the Board of Trustees.

G. Use by Nonresidents: To authorize the use of the library by nonresidents and to fix charges therefore unless a contract for services exists.

H. Rules and Regulations: To make, adopt, amend, modify, and repeal rules and regulations consistent with the city's code of ordinances and the law for the care, use, governance, and the management of the library and business of the Board of Trustees for fixing and enforcing penalties for violations.

I Expenditures: To have exclusive control of the expenditures of all funds allocated for library purposes by the council and of all monies available by gift or other-wise for the erection of library buildings and of all other monies belonging to the library, including fines and rentals collected under the rules of the Board of Trustees

J. Gifts: To accept gifts of real property, personal property, or mixed property, devises and bequests, including trust funds; to receive the title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of the library.

K. Enforce the Performance of Conditions on Gifts: To enforce the performance of conditions on gifts, donations, devices, and bequests accepted by the city by action against the council; Code of Iowa Chapter 661.

Article III

These bylaws may be amended at any meeting of the Board of Trustees with a quorum present by a unanimous vote of the members present at two consecutive meetings.

Date signed:

December 4, 2019

Renee Hammer - Board President