

Central City Public Library Board of Trustees

I. Composition of the Board of Trustees (the “Board”)

The Board of the Central City Public Library shall consist of five (5) members.

II. Appointment; Term

All members of the Board of the Central City Public Library shall be appointed by the Mayor, by and with the approval of the City Council, term of office for each trustee shall be for a four (4) year period. Terms shall begin on July 1 of the year of the appointment.

III. Job Description

I. Job Title: Library Board Trustee

II. Accountability: To the taxpayers and the people served by the Library.

III. Duties:

- A. Attend all board meetings.
- B. Read board meeting minutes and other materials provided prior to the board meeting.
- C. Participate in board meetings.
- D. Serve on committees as assigned by the Board’s president.
- E. Lend expertise and leadership to the Board for the good of the Library.
- F. Actively participate in system wide workshops and activities.
- G. Participate in fundraising activities.
- H. Visit the Library often and become acquainted with its services, and become informed about all phases of its operation.

IV. Qualifications:

- A. To have a true sense of the Library’s enormous importance to the economic and social life of the community.
- B. To have a sense of appreciation of the Library.
- C. To have a desire to provide the best possible service to the community.
- D. To be sensitive to the political conditions of the community.

IV. Skills, Beliefs, Abilities:

- A. Ability to work with people.
- B. Ability to lead and preside at board meetings.

- C. Ability to communicate effectively.
- D. Ability to plan.
- E. Belief in the importance of access for everyone to the materials available of lifelong independent learning for everyone.

V. Compensation

Members of the Board shall not receive compensation for their services.

VI. Removal from the Board

- A. Trustee moving out of Central City area.
- B. Absence, without explanation, from 3 (three) consecutive regular meetings of the Board, except in case of sickness or temporary absence from Central City.

VII. Vacancy

The Board may nominate, for consideration by the Mayor, nominees to fill any vacancy to complete the non-expired term. Vacancies on the Board shall be filled by appointment by the Mayor and with the approval of the City Council.

VIII. Powers, Duties, of Trustees

The Board has the ability to exercise the following powers:

- A. To meet and organize by the election of one of their number as president of the Board, and by election of secretary and such other officers as the board may deem necessary.
- B. To have control and supervision of the Library, its appurtenances, fixtures, and rooms containing same, and direction of all the affairs of the Library.
- C. To employ a Library Director for the proper management of the Library, and vote on and fix his/her compensation.
- D. To remove the Library Director by vote of two-thirds (2/3) of the Board for misdemeanor, incompetence, or inattention of employment.
- E. To direct the Library Director to select and purchase all items considered necessary for the operations of the Library within the budgetary limits set by the City Council.
- F. To authorize the use of the Library by non-residents of Linn County.
- G. To make, adopt, amend, modify, or repeal bylaws, rules, and regulations not consistent with law; for care, use, government, and management of the Library and the business of the Board; and setting and enforcing penalties for any violation thereof.
- H. To have exclusive control of the (i) expenditures of all portions of the funds allocated by the City of Central City and Linn County for Library purposes, (ii) the expenditure of all monies available by gift or otherwise for the erection

of library buildings, and (iii) all other monies (including fines and fees) collected under the rules of the Board.

- I. To (i) accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; (ii) to take title of said property in the name of the Library; (iii) to execute deeds and bills of sale for the conveyance of said property, and (iv) expend funds received by the Board and/or the Library from such gifts for improvement of the Library.
- J. To provide the City Council, on or before the first day of January of each year, (i) an estimate of the amount of funds necessary for the improvement, operation, and maintenance of the Library for the coming fiscal year, (ii) the amounts expended for like purposes for the two preceding years, and, (iii) the amount of income expected for the next fiscal year from sources other than taxation. The City Council will also be advised of all funds in the “J.C. Clegg Fund” and the amount of money that is expected to be spent from this fund in the next fiscal year.
- K. To keep a record of its proceedings.

Board of Trustees Policy approved: August 10, 1998

Board of Trustees Policy reviewed: June 11, 2001

Board of Trustees Policy revised: July 17, 2006

Board of Trustees Policy revised: July 11, 2011

Board of Trustees Policy revised: May 9, 2016

Board of Trustees Policy revised: November 12, 2018

Board of Trustees Policy reviewed: August 9, 2021