

Central City Public Library By-Laws

Article I—Name

This organization shall be called “The Board of Trustees of the Central City Public Library” existing by virtue of the provision of Chapter 392.5 of the Laws of the State of Iowa, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II—Officers

Section 1. The officers shall be a president, a vice president, and a secretary elected from among the appointed trustees at the October meeting of the board. The Clerk of the City of Central City shall serve as treasurer.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected.

Section 3. 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 an exofficio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the board, and shall perform such other duties as are generally associated with that office.

Section 6. The city clerk who serves as the treasurer shall be the disbursing officer of the board, issue all checks, and shall perform such duties as generally devolve upon the office. He/she shall be bonded in an amount as may be required by a resolution of the board.

Article III—Meetings

Section 1. The regular meeting shall be held every month, the date and hour to be set by the board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in October of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence shown so far as circumstances will permit:

- a) Roll call of members
- b) Disposition of minutes of previous regular meeting and any intervening special meeting
- c) Director's financial report of the library
- d) Action on bills
- e) Progress and service report of director
- f) Committee reports
- g) Communications
- h) Unfinished business
- i) New business
- j) Public presentation to, or discussion with, the board
- k) Adjournment

Section 4. Special meetings may be called at the direction of the president or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of three (3) members of the board.

Section 6. Conduct of meetings: Proceedings shall be governed by Roberts' Rules of Order.

Article IV—Library Director and staff

The board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board the appointment/dismissal and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the board for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Article V—Committees

Section 1. The president shall appoint committees of one or more members each for 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.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless the board grants specific power to act.

Article VI—General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The President may vote only in case of a tie.

Section 2. The by-laws may be amended by the majority vote of all members of the board. Amendments may be presented for discussion at a board meeting, and then acted upon at the following board meeting.

Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand. Such suspension, to be valid, may be taken only at a meeting at which three (3) of the members of the board shall be present, and two-thirds of those present shall so approve.

By-laws Revised: August 10, 1998

Reviewed: February 11, 2002

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