

**BETTENDORF PUBLIC LIBRARY
AND INFORMATION CENTER**

**BOARD OF TRUSTEES
BYLAWS**

Authorization: City of Bettendorf, IA
Municipal Code, Title 2 (2-7-1 – 2-7-9)
Ordinance No. 25-75, adopted June 17, 1975
Code of Iowa, Chapter 392

LIBRARY BOARD APPROVED: October 9, 1986
REVIEWED, September, 1988
REVISED, May 14, 1992
REVISED, MAY 8, 1997
REVISED, September 11, 1997
REVISED, June 25, 2002
REVISED, November 13, 2008
REVIEWED, February 14, 2013
REVISED, November 12, 2015
REVISED, November 8, 2018
REVISED, April 11, 2019

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ARTICLE I NAME AND PURPOSE

- Section 1. This organization shall be known as the Bettendorf Public Library Information Center Board of Trustees, hereafter referred to as the Board.
- Section 2. The Board serves as the governing body of the Bettendorf Public Library Information Center. The Board will comply with the regulations set forth in the City of Bettendorf's library ordinance. (City Code, Title 2-7)

ARTICLE II POWERS AND DUTIES

- Section 1. The Board shall exercise the powers and duties set forth in Title 2 of Bettendorf City Code and as required by Iowa Code 392.5. The Board's specific powers and duties are set forth in the library ordinance, including but not limited to these primary functions:
- A. Hire and evaluate the library director.
 - B. Set salaries and benefits for the library's personnel.
 - C. Participate in the budget process and secure adequate financial support for the library's operations and services.
 - D. Set policies for the library's operations and services.
 - E. Engage in planning for the library's future.
 - F. Ensure library director and staff participation in training and continuing education.
 - G. Participate in Board training and educational opportunities.
 - H. Ensure the library's involvement in State Library and Library Service Area initiatives.

ARTICLE III MEMBERSHIP

- Section 1. Terms and Qualifications. The Board shall consist of seven (7) persons, appointed by the Mayor of Bettendorf and approved by the City Council, who must be and remain residents of the city and have attained the age of eighteen (18) years. All appointments shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1. Appointment shall be made every two (2) years to fill one-third of the total number of available seats, as near as possible, to stagger the terms of service. Reasonable effort will be made to maintain an equitable gender balance of the Board in new appointments.
- Section 2. Compensation. Members shall serve without compensation, but may be reimbursed for expenses incurred relating to official Board business.
- Section 3. Vacancies. Any vacancy on the Board shall be filled by appointment by the Mayor, with approval of City Council. The appointed trustee will fulfill the unexpired term of the seat for which the appointment is made. A board member

shall have deemed to have resigned if the member moves from the city or is absent from four (4) regularly scheduled meetings of the Board during a fiscal year. The Board may grant one exception by two-thirds (2/3) vote of the entire board (2008 Code § 2-66).

Section 4. Orientation for New Members. After appointment, prior to the first regular meeting, new members will be provided with copies of the following: Library Board of Trustees Bylaws; Library Ordinance; City and Library documents relevant to Board duties and processes. New members will be oriented to member duties by the Board President and the Library Director, or their designees.

Section 5. Trustee Development. All members of the library board of trustees shall participate in continuing education each year.

ARTICLE IV OFFICERS, ELECTIONS AND COMMITTEES

Section 1. Officers. The offices of this Board shall be: President, Vice President and Secretary. The City treasurer shall serve as Board Treasurer, but shall not be a member of the Board.

- A. PRESIDENT- The President shall preside at all meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and generally perform all duties associated with the office.
- B. VICE PRESIDENT- The Vice President shall, in the absence of the President, assume the duties of President.
- C. SECRETARY- The Secretary shall review meeting minutes for accuracy and monitor Board correspondence. Meeting minutes and general Board/Library correspondence will be recorded and facilitated by the Library's Administrative Assistant.

Section 2. Elections. Officers shall be elected annually at the June meeting and serve for one (1) year, beginning July 1. In May, the President shall appoint a nominating committee who will present a slate of officers for election at the June meeting, including any nominations from the floor. Serving on the Nominating Committee will not disqualify any member from consideration for office. Officers shall serve no more than three (3) consecutive terms in any office. After three (3) terms, no Board member shall serve an additional term in the same office, until a minimum of two (2) years has elapsed.

ARTICLE V MEETINGS AND PROCEDURES

Section 1. Time and Place. The Board shall meet on the second Thursday of every month (excluding July) at 5:00 p.m. in the Malmros Room of the Bettendorf Public Library Information Center. Each trustee will be notified, in advance, of every regular and special board meeting.

- Section 2. Special Meetings. Special meetings may be called by the President, or by a majority of the Board for the transaction of business, as stated in the call for the meeting. Such requests shall be given to the Library Director who shall facilitate public notice as stated in Section Three (3) of this article.
- Section 3. Annual Meeting. An annual meeting will be held at the regular June meeting, during which Board officers will be elected.
- Section 4. Notice of Meetings. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting, including the time, date, place and agenda of meeting of the Board. The Library Director shall provide notice to the news media, having received such written request for notification, and shall post public notice on a bulletin board at the Bettendorf Public Library.
- Section 5. Quorum and Voting. A quorum consists of a simple two-thirds majority of the Board (4 trustees). A quorum of the board must be present to transact Board business at any meeting. Each member shall have one vote on all motions. Roll call votes shall be required on all financial matters of \$500.00 or greater. A majority vote shall constitute passage or adoption of a motion or resolution, unless otherwise stated in these Bylaws.
- Section 6. Procedural Rules. Proceedings of all meetings shall be governed by *Robert's Rules of Order* most recent edition.
- Section 7. Agendas. The President and the Library Director shall prepare agendas for all regular Board meetings. Agendas for all regular meetings shall be sent to all Board members at least three (3) days prior to the regular meeting. In accordance with the requirements of Iowa Open Meetings Law, agendas for ALL meetings must be posted at a designated location within the library for public view at least twenty-four (24) hours in advance of the meeting. (Iowa Code Ch. 21).
- Section 8. Minutes. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection. Minutes of all regular and special meetings shall be prepared and distributed to the members, in advance of each regular Board meeting, and approved by its members at each regular Board meeting. All meeting minutes shall be retained as permanent record, including documents associated Board action.
- Section 9. Board Policies. All policy statements and resolutions adopted by the Board shall be filed by subject within a policy notebook, containing these Bylaws. Each policy or resolution shall carry the date of adoption. The Director and staff shall be guided by policies approved by the Board of Trustees.
- Section 10. Committees. The President determines the composition and duties of all committees. All Committees shall make full reports to the Board at each regular Board meeting.

ARTICLE VI LIBRARY DIRECTOR AND STAFF

- Section 1. Library Director. The Board shall employ a Library Director who shall be the Executive and Administrative Officer of the Library on behalf of the Board and under its sole review and direction. The Director shall inform the Board of appointments and duties of other library staff, and shall be responsible for: the proper direction and supervision of library staff; the care and maintenance of library property; maintaining an appropriate and timely collection of materials in keeping with the stated policy of the Board; efficiency in the provision of library services to the public; financial operations within the limitations of appropriation of the annual budget. The Director, or their designee, shall attend all Board meetings in an ex-officio capacity and present a report at each regular board meeting. A two-thirds majority vote of the Board is required to dismiss the Library Director.
- Section 2. Library Staff. The Board shall authorize the Library Director to employ and supervise such staff as may be necessary for the proper management of the library and fix their compensation, provided that prior to such employment, the compensation of the staff has been fixed and approved by a majority of the members of the board voting in favor thereof. (2008, City Code § 2-67) All Library staff shall be guided by policies approved by the Board of Trustees.

ARTICLE VII RELATION TO LIBRARY FOUNDATION

- Section 1. Library Foundation. The Bettendorf Public Library Foundation is an independent 501(c) 3 non-profit organization, existing solely for the financial support and benefit of the Bettendorf Public Library Information Center. The President will appoint one (1) trustee to act as liaison between the Library Board and Foundation Board. The Library Board Liaison is an ex-officio member of the Foundation Board, acts as the Library Board's representative in Foundation activities, and provides a full report of Foundation activities to the Library Board at each regularly scheduled Board meeting. The Library Director acts as ex-officio member of the Foundation Board in perpetuity.
- Section 2. Friends of the Library. The Friends of the Bettendorf Public Library are a for-profit volunteer group, existing solely for the support and benefit of the Bettendorf Public Library Information Center. The Library's Administrative Assistant acts as liaison between the Friends and the Library Director and Board, and will provide full report of Friends activities to the Director and Board at each regularly scheduled Board meeting.

ARTICLE VIII AMENDMENTS

These bylaws may be amended at any regular meeting by a two-thirds majority vote of a quorum of the Board, provided advance notice of proposed amendments are distributed to the Board in advance of the meeting.