

BY-LAWS

BOARD OF TRUSTEES

NAME AND PURPOSE

- A. The Burt Public Library Board of Trustees hereafter will be referred to as the Board.
- B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

BOARD MEETINGS

- A. The Board shall meet on the second Thursday of every month at 7:00 p.m. in the city hall council room or the library.
- B. A quorum shall consist of four members from its total membership of seven trustees.
- C. The Board shall comply with Iowa's Open Meetings law by publicly posting a copy of its agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The director of the Burt Public Library shall be present and participating at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of *Robert's Rules of Order*.

OFFICERS AND COMMITTEES

- A. Officers shall be the board president, vice president, and secretary.
- B. Officers shall be elected at the July board meeting.
- C. The president shall preside at all meetings, appoints all committees, and generally performs all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- D. Committees may be recommended as needed and include but are not limited to personnel, budget and finance, and public relations.
- E. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

MAJOR FUNCTIONS OF THE BOARD OF TRUSTEE

- A. Hire and evaluate the library director.
- B. Set policies for the library's operations and services.
- C. Set salaries and benefits for the library's personnel.
- D. Participate in the budget process and secure adequate financial support 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 regional and statewide library initiatives.

AMENDMENTS

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

Revised and approved January 2016

Approved October 2012

Approved January 2009

Approved January 2005