

BYLAWS OF JESUP PUBLIC LIBRARY

ARTICLE I. ORGANIZATION

Section 1 This organization shall be called the Board of Trustees of the Jesup Public Library, existing by virtue of the provisions of the Jesup City Code and exercising the powers and authority and assuming the responsibilities delegated to it under said statute Chapter 336, Code of Iowa.

Section 2 The Board shall exercise its powers and duties by:

- A) Employing a competent and qualified library director.
- B) Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the library, including personnel policies and policies governing the selection of library materials, supplies and equipment.
- C) Reporting to and cooperating with other public officials, boards and the community as a whole and to support a public relations program for the library.
- D) Assisting in the preparation of and seeking adequate support of the annual budget.
- E) Developing long-range goals for the library and working toward their achievement.

ARTICLE II: BOARD OF TRUSTEES

Section 1 Vacancies on the Board of Trustees shall be filled by appointment by the Mayor with the approval of the City Council. The appointee shall fill out the unexpired term for which the appointment is made.

Section 2 Board members will be reimbursed for expenses paid out-of-pocket and relating to library business upon approval by the Board.

ARTICLE III: MEETINGS

Section 1 The regular meeting shall be held on the fourth Monday of the month, at 6:00 p.m. at the Jesup Public Library.

Section 2 Special meetings may be held at any time at the call of the President or Secretary, or by two members of the board, provided that notice thereof is given to all trustees at least twenty-four (24) hours in advance of the special meeting.

Section 3 A quorum shall be required at a meeting for the transaction of business. A quorum shall consist of six (6) members.

Section 4 Order of business shall be as follows:

- A) Roll call
- B) Approval of agenda
- C) Minutes of the previous meeting
- D) Financial reports
- E) Librarian's report
- F) Committees report
- G) Citizen input
- H) Old business
- I) New business
- J) Adjournment

Section 5 Robert's Rules of order shall govern in the parliamentary procedure of the board.

Section 6 All meetings of the board are open to the public. Non-board members who wish to address the board shall do so during the "Citizen Input" section of the agenda.

Section 7 An agenda for the board meetings shall be prepared by the library director in cooperation with the president of the board.

Section 8 The posting of the agenda shall be at Jesup City Hall and the front window of the library.

ARTICLE IV: OFFICERS

Section 1 The officers of the board shall consist of President, Vice-President, Secretary and Corresponding Secretary. Their terms of office shall be one (1) year, being elected by the board at the July meeting and taking office after the election at the July meeting.

Section 2 The duties of all officers shall be in accordance with their titles.

ARTICLE V: LIBRARY DIRECTOR AND STAFF

Section 1 The board shall employ a qualified library director who shall be head of the department of library services of the City of Jesup. The director shall recommend to the board the appointment 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 budget appropriations.

ARTICLE VI: COMMITTEES

Section 1 The president shall appoint committees of one or more members each for a specific purpose as the business of the board may require. The committee shall be considered to be discharged upon completion of the purpose for which it is appointed and after the final report is made to the board.

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

Section 3 No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Section 4 The president may appoint permanent standing committees consisting of members of the Board. Prior to such appointments, the president shall prepare a written plan which shall specify the number of committees, the duties and responsibilities of each committee, and their organization. The plan shall be presented to the Board of its consideration and approval, which shall require at least seven (7) affirmative votes. The plan shall specify contingencies for approval in the event of board vacancies and absences of board members. The plan shall also set out requirements for amendment and dissolution of the plan. Committee recommendations shall be submitted to the Board for its approval and such submissions shall be deemed moved and seconded upon presentation.

ARTICLE VII: GENERAL

Section 1 Amendments to these by-laws may be adopted at any regular meeting of the Board, provided that the text of the proposed amendment(s), to include designation by strikeover of language to be discarded and designation by underlining of any new language is provided to all members of the Board in advance of the meeting.

DATE OF ADOPTION:

October 22, 2018