



Glenwood Public Library Policy

Trustee Bylaws and Orientation

2019.07.03

July 3, 2019

Approved By Glenwood Public Library Board of Trustees

Library Director Signature

Staff Signatures

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ARTICLE 1: NAME

This organization shall be called “The Board of Trustees of the Glenwood Public Library” existing by virtue of the provisions of Title IV Education and Culture, Chapter 1, City Code of Glenwood, Iowa and Chapter 392.5 of the Code of Iowa.

ARTICLE II: OFFICERS

Section 1: The officers shall be a Chair, a Vice-Chair, and Secretary, elected from the appointed trustees at the annual meeting of the Board.

Section 2: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3: The Chair 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 ex-officio voting member of all committees, and generally perform the duties associated with that office.

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

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

ARTICLE III: MEETINGS

Section 1: The regular meetings shall be held monthly, on the first Wednesday of each month, at 5:30 p.m. at the Library.

Section 2: The annual meeting shall be for the purpose of the election officers, and will be held at the time of the regular meeting in July of each year.

Section 3: The order of business for regular meetings shall be as follows:

Roll Call

Introduction of Guests

Consent Agenda – All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time the Board votes on the motion:

1. Approval of Agenda
2. Approval of Minutes
3. Approval of Bills

Correspondence

Director’s Report

Committees & Reports

Old Business

New Business

Questions and Comments

Adjournment

- Section 4: Special meetings may be called by the Secretary at the direction of the Chair.
- Section 5: A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.
- Section 6: If any trustee is absent from six consecutive meetings of the Board, except in the case of sickness or temporary absence from the city, his/her office shall be rendered vacant.
- Section 7: Conduct meetings – Proceedings of all meetings shall be governed by *Robert’s Rules of Order*.

ARTICLE IV: LIBRARY DIRECTOR AND BOARD RELATIONSHIP

The Board shall employ a competent and qualified Director to fit the job description, which includes authority to manage the Library on a day-to-day basis. The Director is authorized to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the Director, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof. (Refer to the City Code). The Director shall implement all policies and report regularly to the Board on progress of the Library its goal to serve the community in the best possible way. The Library Board is composed of individual trustees chosen to represent the community in pursuing the goal of excellent Library service. The Board works with the Library Director in planning, developing policies, and adopting programs and it works as a Board and as individual trustees to

implement the Library's plans and programs cooperatively with the staff and community. The Board is responsible for proper operation of the Library; it does not serve as management in the day-to-day operation.

ARTICLE V: COMMITTEES

Section 1: The Chair shall appoint committees of one or more members each for specific purposes as the business of the Board may require.

Section 2: Working committees shall make a progress report to the Library Board after each of its meetings.

Section 3: No committee will have other than advisory powers unless by suitable action of the Board it is granted 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 Chair may vote upon and may move or second a proposal before the Board).

Section 2: The By-Laws may be amended by the majority of all members of the Board provided written notice of the proposed amendment shall be mailed to members at least five (5) days prior to the meeting at which such action is proposed to be taken.

Section 3: Any rule or resolution of the Board whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension to be valid may be taken only at which three-fifths (3) of the members of the Board shall be present to approve.

ADDITIONS:

1. The number of keys given out to the Library building be kept to a practical minimum by employees and that one Board member, preferably the Chair, have a key and no other people.

2. The Chair of the Library Board shall be considered the official liaison between the Library Board as a whole and the Director at times other than regularly scheduled Board meetings.
3. For further information about employee grievance brought before the Board, see Personnel Policy and Procedure manual.

TRUSTEE ORIENTATION:

1. New trustees shall receive the follow documents:
 - a. Iowa Library Trustee Handbook
 - b. Glenwood Public Library Policies
 - c. City of Glenwood Library Ordinance (Title IV Education and Culture, Chapter 1)
2. Library director will meet new trustees prior to their first meeting and share basic information about the library, director's background and answer any questions that the trustee has.
3. Once a year trustees will attend trustee training. This may be done by the State Library Consultant or by attending one of the online trainings provided by the State Library.