

NAME AND PURPOSE

- A. Lenox Public Library Board of Trustees
- B. The *Laws of Iowa* publication issued by the State Library Commission of Iowa will be followed in all question of law pertaining to the State of Iowa.
- C. The City Code (Ord. 344) of Lenox, Iowa will be followed concerning structure and operation of the library.

MEMBERSHIP

- A. The Board of Trustees shall consist of five (5) members
- B. Four (4) of these members will be residents of the city appointed to a six-year term by the Mayor and confirmed by the City Council.
- C. The fifth member will be a rural resident of Taylor County appointed to a six-year term by the Mayor and confirmed by the City Council.
- D. Should any board member cease to be a resident of the city of Lenox, notice shall be given to the Board and to the Mayor. A vacancy will be declared with said vacancy filled as provided by appointment of the Mayor and approval of the City Council.
- E. The Mayor and City Council will make every effort to keep the Library Board of Trustees gender balanced.

OFFICERS

- A. The officers of the Board of Trustees will be President, Vice-President, and Secretary
- B. The officers will be elected at the Board meeting that is held in June.
- C. Officers shall serve a term of one year commencing at the annual meeting July 1 and ending upon the election of their successors.
- D. The President will preside as Chairperson at all board meetings, appoint all committees, and generally perform all duties associated with that office. (See Ch. 5 in the *Iowa Library Board of Trustee's Handbook* for list of duties.)
- E. The Vice-President will fill the vacancy and perform the functions of the President in the event of the President's absence or disability.
- F. In the absence of the President and Vice-President, the board members will appoint the secretary to act as President pro-tem
- G. The Secretary will keep a true and accurate account of all board meetings, will have custody of the minutes and records of the board, will notify the appointing body of any vacancies on the board, and will generally perform such duties associated with that position. (See Ch. 5 in the *Iowa Library Board of Trustee's Handbook* for a list of duties.)

GENERAL DUTIES OF A TRUSTEE

- A. Attend all board meetings. There should be no more than four (4) unexcused absences within a fiscal year. Examples of excused absences would be personal illness, illness in the family, family emergency, or a death in the family. Said trustee is to call the President of the Board or the library director if he/she cannot attend a meeting.
- B. Attend district meetings, state meetings, and workshops if at all possible.
- C. Be aware of local and state laws regarding libraries. (See *Iowa Library Board of Trustee's Handbook* for guidance.)
- D. Employ and annually evaluate library director.
- E. Be aware of current trends and actions of the State Legislature in regards to public libraries.
- F. Plan and adopt policies concerning the operation of the library
- G. Promote a public relations program
- H. Keep informed about current trends in library services and administration
- I. Study library growth and needs in the Lenox vicinity
- J. Develop long-range plans for library service and facilities
- K. Recommend and adopt policies for the acceptance and use of gifts for library purposes
- L. Participate in the annual budgetary process of the city as that process pertains to the library

MEETINGS

- A. The regular meetings of the Lenox Library Board of Trustees will be held monthly, no fewer than 10 times per year. Meeting dates and times will be agreed upon by the Library Board for their, and the community's, convenience. At least 24 hours prior to a meeting a notice and an agenda will be posted in a prominent place.
- B. The order of business for regular meetings will include but not be limited to the following:
 - 1. Call to Order
 - 2. Approve Agenda
 - 3. Minutes
 - 4. Financial Report
 - 5. Bills
 - 6. Public Comment

7. Correspondence
 8. Unfinished Business
 9. New Business
 10. New Agenda Items/Date for Next Meeting
 11. Adjournment
- C. The annual meeting in July will be for the purpose of the adoption of an annual report. This meeting will be in conjunction with the regular library board meeting.
- D. A quorum for the transaction of business will consist of three (3) members of the board
- E. Robert's Rules of Order will govern proceedings of all meetings
- F. All meetings are open to the public and will follow the procedures outlined in the Iowa Code for Open Meetings

AMENDMENTS TO BY-LAWS

- A. Amendments to these by-laws may be adopted at any regular meeting of the Board of Trustees
- B. Notice of proposed amendments(s) will be given to all members of the board no later than 24 hours before the meeting

Adopted: 7-2-2012
Reviewed: 12-18-2018
Revised: 12-18-2018