



Board of Trustees By-Laws

I. Library Board

- A. According to the requirements of Chapter 115.03 of the City Code of Fayette, the Board of Trustees shall consist of six (6) resident members and one (1) nonresident member. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident member is to be appointed by the Mayor with the approval of the County Board of Supervisors.
- B. The general powers and duties of the Board of Trustees are outlined in Chapter 115.06 of the Code of Fayette.
- C. The Board shall exercise its powers and duties by:
 1. Employing a competent and qualified director;
 2. Cooperating with the director in determining and adopting written policies to govern the operation and program of the library;
 3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library;
 4. Assisting in the preparation of and seeking adequate support for the annual budget; and
 5. Assisting in the development of goals for the library and working toward their achievement.

II. Officers

- A. The officers of the Board shall consist of the Chair, Vice-Chair, Secretary, and Treasurer. Their terms of office shall be for one year. Election of officers shall be in June with term to begin in July. Officers may succeed themselves in office, provided that none serves more than three terms in succession in the same office.

- B. The duties of officers shall be those as dictated by custom and law in accordance with their titles.

1. Board Chair Job Description

- a. **Title:** Chair of the Board of Trustees
- b. **Purpose:** The chair is the senior volunteer leader of the library who presides at all meetings of the board of directors, the executive committee, and other meetings as required. The board chair oversees implementation of library and local policies and ensures that appropriate administrative systems are established and maintained.
- c. **Key Responsibilities:**
 - i Works with the Director, board officers, and committee chairs to develop agendas for board of trustees meetings, presides at these meetings.
 - ii Appoints volunteers to key leadership positions, including positions as chair of board committees and service committees.
 - iii Recognizes his or her responsibility to set the example for other board members.
 - iv Works with the board of directors and paid and volunteer leadership, in accordance with Fayette Community Library bylaws, to establish and maintain systems for:
 - Planning the library's human and financial resources and setting priorities for future development.
 - Reviewing operational and service effectiveness and setting priorities for future development.

- Monitoring fiscal affairs.
- Acquiring, maintaining, and disposing of property.
- Maintaining a public relations program to ensure community involvement.
- Ensuring the ethical standard.

2. Board Vice-Chair Job Description

- a. **Title:** Vice-Chair of the Board of Trustees
- b. **Purpose:** To preside in board chair's absence and to serve as a liaison to the "Friends of the Fayette Community Library".
- c. **Key Responsibilities:**
 - i. Serve as a liaison to the "Friends of the Fayette Community Library."
 - ii. Be listed on any held credit card account and bank accounts for checking, savings, and CDs along with the Treasurer and Library Director
 - iii. In board chair's absence:
 - Presides at chair's absence.
 - Serves as chairperson of any standing executive committee
 - Serves as member of other standing committees

3. Board Secretary Job Description

- a. **Title:** Secretary of the Board of Trustees
- b. **Purpose:** The secretary ensures that current records are maintained and notices given.
- c. **Key Responsibilities:**
 - i. Certify and keep at the library a copy of the bylaws as amended or otherwise altered to date.
 - ii. Keep at the principal office of corporation or at such a place as the board may determine a book of minutes of all meetings of the directors and meetings of committees. Minutes shall record time and place of meetings, whether regular or special, how called, how notice was therefore was given, the names of those present or represented at the meeting and the proceedings thereof.
 - iii. Ensure that all notices are duly given in accordance with the provisions of the bylaws or a required bylaw.
 - iv. In general, perform all duties incident to the office of the secretary and such other duties as may be required by law, by the Articles of Incorporation, or by bylaws, or which may be assigned to him or her from time to time by the board of directors.

4. Board Treasurer Job Description

- a. **Title:** Treasurer of the Board of Trustees
- b. **Purpose:** The treasurer, joint with the board chair and finance committee chair, if other than the treasurer and Library Director, ensures that current records reflecting the financial condition of the Fayette Community Library are maintained. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).
- c. **Key Responsibilities:**
 - i. Monitor all Fayette Community Library funds.
 - ii. Participate in the preparation of the budget.
 - iii. Serve as the chair of any standing finance committee.
 - iv. Ensure that accurate books and records on financial condition are maintained.

- v Ensure that the assets, including contents of Deposit box, Endowments and CD's, are protected and invested according to library and city policy.
- vi Ensure that the Fayette Community Library complies with library, city and statutory reporting requirements per State Library.
- vii Ensure, with the Director and City Administrator, that comprehensive financial reports to the board are prepared in a timely and accurate manner.
- viii Ensure that the complete records of the organization are available to the individual or individuals preparing the annual financial statements.
- ix Performs all duties incident to the office of treasurer.

III. Meetings

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the library or such other place as the Board determines.
- B. Special meetings may be held any time at the call of the Chair or Secretary or at the call of any two members of the Board, provided that notice thereof be given in accordance with Chapter 28A, Code of Iowa, Official Meetings Open to Public and that notice be given to all Trustees at least twenty-four (24) hours in advance of a special meeting.
- C. A quorum at any meeting shall consist of four (4) or more members.
- D. An agenda for Board meetings shall be prepared by the Director and the Chair of the Board and shall typically contain the following agenda items:
 - 1. Call to order
 - 2. Roll Call
 - 3. Approval of the agenda
 - 4. Approval of minutes of previous meeting
 - 5. Public Forum
 - 6. Correspondence & Communications
 - 7. Report of the Director
 - 8. Report of the Chairperson
 - 9. Financial Report & Approval of Expenditures
 - 10. Committee Reports
 - 11. Unfinished Business
 - 12. New Business
 - 13. Setting of Next Board Meeting
 - 14. Adjournment
- E. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the Chair, the Secretary, or the Library Director.
- F. Robert's Rules of Order or other Board approved procedure shall govern in the parliamentary procedure of the Board.

IV. Committees

- A. Establishment. The Board may from time to time establish one or more standing or ad hoc committees to serve at the will of the Board. Each such committee shall have advisory power only, unless by appropriate delegation of authority in these Bylaws or by Board resolution delegating specific authority, the Board empowers such committee to act for the Library on its behalf.
- B. Standing Committees. The following committees shall exist as needed:
 - 1. **Budget and Finance:** This committee consists of three members of the Board. Its responsibilities include:

- a. Working with the library director to prepare and recommend the annual budget to the board,
 - b. Seeking adequate support for the budget,
 - c. Monitoring grant possibilities and activity,
 - d. Monitoring library budget activity throughout the year,
 - e. Helping to develop policies, plans, and procedures for board involvement in fund-raising,
 - f. Educating the other trustees about the library's programs and the resources needed to realize these programs,
 - g. Familiarizing the other trustees with advocacy through fund-raising.
2. **Building and Technology:** This committee consists of one to two members of the Board. It may be augmented by other members of the public as deemed advisable by the board. Its responsibilities include:
- a. Monitoring the maintenance and repair of the current physical plant,
 - b. Performing an annual inspection of the physical plant with the director, and
 - c. Making recommendations to the Board regarding technology issues that come before the Board.
3. **Executive Committee:** This committee consists of the Chair, Vice-Chair, and Secretary. It makes decisions on behalf of the Board. It makes these decisions when empowered by the suitable action of the Board.
4. **Personnel and Policies:** This committee consists of two members of the Board. Its responsibilities include:
- a. Advising the Board regarding:
 - i The policies that govern the operation and programs of the library, and
 - ii Development and revision of the library's long-range plan,
 - iii
 - iv Conducting the annual performance evaluation of the library director, and
 - v Representing the Board in the resolution of employee disputes as stated in the library's personnel policies.

V. The Director

- A. The Director shall implement the policies adopted by the Board.
- B. The Director shall be in attendance at all meetings of the Board providing a Director's report at that time. Exceptions in attendance would be:
 - 1. Those where the professional competency of the librarian and the librarian's salary are to be discussed in accordance with Chapter 28A, Code of Iowa, Official Meetings Open to the Public.
 - 2. Those held when the Director is physically unable to attend due to illness or injury.
 - 3. Those where the Board has granted special leave.

VI. Amendments to Bylaws

- A. Amendments hereto shall only be made at a regular meeting of the Board and must be proposed one month previous to final action on same. A majority vote of the entire Board is required.