

Board Bylaws

**Waverly Public Library
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The Waverly Public Library Board of Trustees recognizes the value of adopting a formal set of rules for the government of its members and the regulation of its affairs.

Waverly Public Library Board of Trustees Bylaws

ARTICLE I. AUTHORIZATION, POWERS AND DUTIES.

Section 1. The Waverly Public Library Board of Trustees shall be authorized to exercise any and all powers, duties, and functions permitted by the Code of Waverly, Chapter 43, and by the Code of Iowa, Chapter 392.5.

Section 2. The business and affairs of the Waverly Public Library shall be conducted under the management, direction and control of the Board which, to the extent permitted by law, may delegate to duly established committees of the Board, or to the Director of the Library, to any other employee or duly appointed agent, such duties and functions as it deems appropriate. Such Board powers and duties shall include, but shall not be limited to:

- a. Employing a competent and qualified Director of the Library.
- b. Determining and adopting written policies to govern the operation and program of the library including personnel policies, financial and investment policies, and policies governing the use of the library building and the selection and use of library materials, supplies, and equipment;
- c. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library;
- d. Assisting in the acquisition of adequate financial support for the annual operating budget as well as capital and capital improvement projects; and
- e. Developing long-range goals for the library and working toward their achievement.

ARTICLE II. OFFICERS.

Section 1. Officers. Officers of the Waverly Public Library shall consist of a president, a vice president, a secretary, a treasurer, and such other officers as the Board may elect or appoint. All such offices shall be filled by members of the Board, except for the office of Treasurer which shall be permanently filled, ex officio, by the Director, unless otherwise directed by the Board.

Section 2. Election, Terms, Vacancies, and Removal. Except for the Treasurer, all officers shall be elected at the annual meeting of the Board for one year terms commencing on the date of election or appointment, and each officer shall continue to serve, subject to earlier resignation or removal, until the next Annual Meeting or until a successor has been

duly elected, appointed, and otherwise qualified. Vacancies in any office for any reason may be filled by Board appointment for the remainder of the term at the next regular meeting of the Board. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.

Section 3. Duties. The president shall provide leadership in long range planning, budget establishment and securing of financial support, and policy development; preside at all meetings; and appoint all committees. The vice-president shall assume the president's duties in the absence of the president. The secretary shall record all proceedings of the Board. The treasurer shall give notice in writing of all meetings of the Board. The treasurer shall authorize payments for all Library expenditures as established by budget and budget adjustments reported to and authorized by the Board through its Budget and Finance Committee or the full Board. In addition to the foregoing duties, each officer shall perform such other duties as the Board may from time to time direct, as well as those duties which custom or law may assign to the office according to its title.

Section 4. Terms. Officers, with the exception of treasurer, shall be able to succeed themselves in office provided that none serves more than three terms in the same office.

ARTICLE III. MEETINGS

Section 1. Regular meetings. Regular meetings shall be held monthly, date and hour to be determined by the Board, in such place as the Board may determine.

Section 2. Annual Meeting. The Annual Meeting shall be held at the last regular meeting for the fiscal year, in June, for the election of officers and for such other business as may come before the meeting.

Section 3. Special meetings. Such meetings may be held at any time at the call of the president, or, in his or her absence, the vice president, or upon the written request of three trustees, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and its purpose shall be given to each trustee at least two days in advance of the meeting.

Section 4. Quorum. A quorum at any meeting shall consist of five (5) members.

Section 5. Agenda. An agenda for the Board meetings shall be prepared by the Director in cooperation with the President of the Board. Members of the public who wish to address the Board should request a place on the agenda not later than twenty-four (24) hours before the time established for the meeting. The request may be directed to one of the officers of the Board or to the Director.

Section 6. ROBERT'S RULES OF ORDER, latest revised edition, shall govern the parliamentary procedure of the Board.

Section 7. Notice and Conduct of Meetings. Notice and conduct of meetings shall be

in keeping with the Code of Iowa, Chapter 21, Official Meetings Open to the Public.

ARTICLE IV. COMMITTEES

Section 1. 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 powers 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.

Section 2. Standing Committees. Five standing committees shall exist.

a. Executive Committee. This committee shall consist of the president, vice-president, and secretary and shall be empowered to make decisions on behalf of the Board when so empowered by suitable action of the Board.

b. Personnel and Policies. This committee shall consist of three members of the Board. The duties shall include advising the Board in the following areas: policies to govern the operation and program of the library; long range planning; annual performance evaluation of the Director; and employee disputes as stated in the Library's Employee Handbook.

c. Budget and Finance. This committee shall consist of three members of the Board. The duties shall include assistance in the preparation of the annual budget and recommendation of annual budget to the Board; assistance in seeking adequate support for the budget; monitoring grant possibilities and activity; monitoring budget activity throughout the fiscal year.

d. Building and Grounds. This committee shall consist of three members of the Board and such other members of the public as deemed advisable by the Board. The duties shall include monitoring the physical maintenance and repair of the facilities.

e. Special Projects. This committee shall consist of two members of the Board, as well as two members of the Library staff, one member of the Friends of the Waverly Public Library, and two members of the community. The duties shall include seeking out and taking under advisement ideas and project proposals related to the Library's long range plan which require funding from the Waverly Public Library Foundation custodial funds. The Special Projects Committee will make project recommendations to the Library Board of Trustees for final approval.

ARTICLE V. DIRECTOR OF THE LIBRARY

Section 1. The Director of the Library shall be employed by the Board and shall hold a graduate degree in Library and Information Science from an American Library Association accredited program.

Section 2. The Director shall have sole charge of the administration of the library under the policies and with the review of the Board.

Section 3. The Director shall be held responsible for the procedures established to enforce the policies established by the Board for the operation of the library. Among the duties and responsibilities of the Director shall be:

- a. Selection of library materials and equipment for use by the public.
- b. Maintenance and operation of the physical plant.
- c. Recruitment, training, assignments, and dismissal of members of the library staff in accordance with the Library's Employee Handbook.
- d. Administration of the ICMA Retirement Program for library employees.
- e. Informing the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
- f. Attendance at all meetings of the Board except
 - (1) Those where the professional competency of the Director and the Director's salary are to be discussed in accordance with the Code of Iowa, Chapter 21, Official Meetings Open to the Public.
 - (2) Those held when the Director is physically unable to attend due to illness or injury.
 - (3) Those from which the Board has granted special leave.
- g. Attendance at meetings of the committees of the Board.

ARTICLE VI. REVIEW AND AMENDMENTS

The Personnel and Policies Committee of the Board shall review these bylaws at least every three years and recommend changes to the Board when necessary. These bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Revised and Adopted: Feb. 2001 pc
Reviewed. No change. Jan. 25, 2005
Revised and adopted: August 30, 2005 smr
Revised and adopted: March 7, 2006 smr
Revised and adopted: April 13, 2010 smr
Revised and adopted: May 13, 2014 smr
Reviewed and approved: 2-14-17 smr
Reviewed and approved. No change. 5-12-20 smr