

Maynard Community Library By-Laws

Name and Purpose

- The Maynard Community Library Board of Trustees hereafter referred to as the Board.
- The Board will comply with the Code of Iowa in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.
- The Board of Trustees will consist of seven resident members and one nonresident member. The Board with approval of the Mayor or Council appoints new member.

Board Meetings

- The Board shall meet on the second Thursday of every month at 5:00 at the library.
- A quorum shall consist of 4 members (from the total membership of 8 trustees).
- The Board shall comply with Iowa's Open Meetings Law by publishing meeting dates at the Post Office and the Library. The agenda is to be posted prior to the meeting.
- The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- The Director of the Maynard Community Library shall be present and participating at each meeting of the Board.
- All bills must be presented to the Board for approval before the treasurer can write checks for those bills. Exceptions: Any bills due in the normal course of business prior to the next Board meeting. The President must co-sign all checks.

Officers

- Officers shall be the Board President, Vice President, Treasurer, and Secretary and shall be elected at the regular May Board Meeting.
- The President shall preside at all meetings and perform all duties associated with the office. In the absence of the President, the Vice President shall assume the President's duties. The Secretary shall record all proceedings of the Board and serve to a term of one year.

Major Functions

- Hire and evaluate the Library Director
- Set salaries for the library's personnel
- Participate in the budget process and work to secure adequate financial support for the library's operations and services
- Set policies for the library's operations and services
- Engage in planning for the library's future
- Ensure Library Director and staff participate in training and continuing education
- Participate in Board training and educational opportunities
- Ensure in library's involvement in State, County and area library initiatives

- Dates to be remembered:
November – Proposed budget presented to Trustees for approval,
January – Proposed budget presented to City Council at Council meeting.
May – Election of Officers,
July – Annual report presented. Policies and bylaws reviewed.
- Library Operations Policy, Collection Development Policy, and Personnel Policy will be read at the July Board of Trustees meeting. Rules may be added or deleted by a majority vote at a regular meeting.
- Board meetings will be held at 5:00 pm on the second Thursday of every month.
- All bills must be presented to the Board for approval before the treasurer can write checks for those bills. Exceptions: Any bills due in the normal course of business prior to the next board meeting. The President must co-sign all checks.
- When there is a vacancy on the Board, a new member will be chosen by the Board and presented to the City Council for approval.

Amendments

- These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.