

KALONA PUBLIC LIBRARY

Board of Trustees

Bylaws

approved 5/10/01

revised and approved: 10/4/2001, 8/5/03,

4/13/04, 9/14/04, 4/12/05, 5/9/06, 6/12/07,8/14/07; 12/10/07; 1/8/08; 6/9/08

I. CONSTITUTION OF THE BOARD

- A. Membership: In accordance with the City Code (see Appendix A) and a contract established May 1, 1979, between the Kalona Public Library and Washington County, the Board of Trustees of the Kalona Public Library shall consist of seven members, six of whom shall reside in the City of Kalona and be appointed by the mayor with the approval of the City Council, and one of whom shall reside in rural Washington County and be appointed by the Washington County Board of Supervisors.
- B. Qualifications: In accordance with the City Code (see Appendix A), all resident members of the Board shall be bona fide citizens and residents of the City. The non-resident member of the board shall be a bona fide citizen and resident of Washington County. Members shall be eighteen (18) years or older.
- C. Terms of Office: In accordance with the City Code (see Appendix A), all appointments to the board shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two (2) years of one-third (1/3) the total number, or as near as possible, to stagger the terms. The board shall make recommendations to the City Council for each appointment.
- D. Vacancies: In accordance with the City Code (see Appendix A), the position of any resident trustee shall be vacated if such member moves permanently from the City. The position of a non-resident trustee shall be vacated if such member moves permanently from the County or into the City. The position of a trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the board, except in the case of sickness or temporary absence from the City or County. Vacancies in the board shall be filled in the same manner as an original appointment except that the new trustee shall fill out the unexpired term for which the appointment is made.
- E. Current Members and Terms: (see Appendix B).

II. POWERS AND DUTIES

- A. Officers: In accordance with the City Code (see Appendix A) and these bylaws, the officers of the board shall be a President, a Vice-President, and a Secretary. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.
- B. Election: Officers shall be members of the board and shall be nominated and elected by the board by majority vote at each June meeting of the board occurring in even-numbered years.

- C. Term: Officers shall serve for two years.
- D. Vacancy: A vacancy in any office shall be filled by election by the board at any meeting of the board and the person elected shall hold office until the next regular election.
- E. Succession: Officers may succeed themselves in office.
- F. Voting: Officers may vote on any question before the board.
- G. Duties: The duties of all officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles. In addition, they shall have the following specific duties:
 - 1. President: The president shall preside at all meetings, authorize calls for special meetings, appoint all committees, attend the annual report to the City Council, and orient new trustees to the board.
 - 2. Vice President: The vice-president shall preside in the absence of the president, and perform all other duties in case of the president's absence or incapacity.
 - 3. Secretary: The secretary of the board shall keep a true and accurate account of all proceedings of the board meetings, and of all actions taken by the board in the previous year that are of such importance to the operation of the board and library as to merit inclusion in the bylaws.
 - 4. Treasurer: The treasurer shall pay all bills duly submitted and approved for payment by the board, and shall make monthly financial reports to the library director.

III. MEETINGS

- A. Regular Meetings: The board shall meet regularly on the second Tuesday of each month at 6:30 p.m. at the library. An agenda, the minutes of the previous meeting, a copy of the financial report, and any other materials appropriate to the meeting shall be distributed 48 hours in advance to the members of the board. The meeting date, time and place may be changed by the board or by the president of the board if it appears that the scheduled meeting will not be suitable due to unforeseen circumstances. The president will notify trustees of any change in the regular meeting schedule no later than 48 hours prior to the change.
- B. Public Notice: The library director shall give public notice of the time, date and place of each meeting and its tentative agenda by posting the notice on a bulletin board in the library at least forty-eight (48) hours prior to the meeting. In addition, a notice of the time, date and place of each meeting shall be printed in The Kalona News prior to each meeting. 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 president, the secretary, or the librarian.

C. Order of Business:

- Call to order
- Reading and approval of the minutes of the previous meeting
- Financial report and approval of expenditures
- Public Forum
- Library Director's report
- Old business
- New business
- Call for agenda items for the next meeting
- Adjournment

D. Quorum: A quorum shall consist of the majority of the board. However, if a quorum is not present at a meeting, and there are bills that must be approved so they can be timely paid, the bills may be approved for payment upon a written statement signed by at least two trustees approving the payment.

E. Rules of Order. Roberts Rules of Order shall apply in all parliamentary procedures.

F. Calendar: The year shall commence July 1 and end June 30. In each of the months specified, the board shall address the following matters: (approved 12/10/07)

JANUARY

- Review final draft of the budget before submitting to the City Council

FEBRUARY

- Review Collection Development policies (Section 1)

MARCH

- Review Personnel Policies (Section 4.01-4.02)
- Review library director's job description

APRIL

- Review Personnel Policies (Section 4.03-4.04)
- Review the bylaws

MAY

- Review any necessary budget amendments
- Review Facilities and Equipment policies (Section 3)
- Library board's annual plan including goals for next year

JUNE

- Election of officers (2 year terms)
- Make recommendations for new board members to city council

JULY

- Annual financial report
- Library director presents goals completed and goals for next year

AUGUST

- Library director's evaluation

SEPTEMBER

- Review Circulation policies (Section 2)

OCTOBER

- Review Emergency Procedures (Section 5)

NOVEMBER

- Budget committee drafts budget
- Library director's annual report to the trustees

DECEMBER

- Review draft of the budget
- Review contract with Riverside

IV. COMMITTEES

A budget committee consisting of the Library Director and the Finance Committee of the board shall be responsible for preparing the annual library budget, presenting it to the board at the December meeting and to the City Council before January 30th of each year. If necessary, they shall attend the budget meeting of the City Council to defend the proposed library budget.

V. PERSONNEL

In accordance with the City Code (see Appendix A), the board shall employ a librarian and shall authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library. The board shall fix their compensation provided that prior to such employment, their compensation shall have been approved by a majority of board members voting in favor thereof.

The librarian shall be the executive director of the policies adopted by the board. Her/his duties will be outlined in a job description approved by the board.

VI. OPERATION OF THE LIBRARY

- A. Civil Rights: This library will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed or pursuant to the Regulations of the Department of Health, Education and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no national origin, to be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department.
- B. Library Hours. The library will be open to the public on the following schedule (42 hrs):
 - Each Monday from 10:00 a.m. to 8:00 p.m.
 - Each Tuesday from 10:00 a.m. to 6:00 p.m.
 - Each Wednesday from 10:00 p.m. to 6:00 p.m.
 - Each Thursday from 1:00 p.m. to 8:00 p.m.
 - Each Friday from 1:00 p.m. to 5:00 p.m.
 - Each Saturday from 10:00 a.m. to 3:00 p.m.
- C. Contract for Library Services. This library will continue to be a party to the "Contract for Library Service for Washington County, Iowa" dated October 3, 1978, and will fulfill its duties thereunder by loaning library books and materials to all residents of Washington County, Iowa, living outside of the City of Kalona, upon the same terms and conditions as for residents of the City of Kalona.

D. Southeastern Library Services Board. The Kalona Library accepts and will cooperate with the Southeastern Library Services Board and its administrator.

F. Riverside. The library will contract with the city of Riverside for the provision of library services to its residents. This contract will be re-examined in December of each year.

VII. Amendments to Bylaws:

- A. The bylaws may be amended at any meeting of the board by an affirmative vote of the majority of the board.
- B. No notice in advance of the meeting is required for amendments.
- C. The bylaws shall be reviewed and re-approved at the April meeting of each year.
- D. The bylaws shall be available to the public by request.

APPENDIX A
Kalona, Iowa, City Code
Chapter 22: Library Board of Trustees

See City Code

APPENDIX B
Kalona Public Library, Board of Trustees
Current Members and Terms
 updated 7/1/08

<u>NAME</u>	<u>Started</u>	<u>ADDRESSES</u>	<u>PHONE</u>	<u>TERM</u>
Tracy Anderson President	?/71	P.O. Box 848, 717 6th St. Kalona, IA 52247 tracy@kctc.net	656-2535(h) 656-2227(w) 656-3249(f) 936-7540 (c)	7/01/07- 6/30/13
Shirley Harland Rural Rep.		PO Box 190 1117 Oriole Dr. Kalona, IA 52247 shirley-harland@uiowa.edu	656-3414	7/01/08- 6/30/14
Jean Hussey	7/04	803 4th St. Kalona, IA 52247 taroka@kctc.net	656-5334(h)	7/01/04- 6/30/10
Jane Rushing Secretary	7/06	PO Box 1005; 804 11 th St. Kalona, IA 52247 jrushing@kctc.net	656-4246(h)	7/01/04- 6/30/10
Velma Skola	11/95	P.O. Box 753, 126 B Ave. Kalona, IA 52247	656-2440(h)	7/01/06- 6/30/12
Stephanie Schlabaugh	7/07	311 4 th St. Kalona, IA 52247 sschlabaugh@kctc.net	656-5343(h)	7/01/07- 6/30/13
Lori TeBockhorst V-Pres. 6/04	12/00	402 W. H Ave Kalona, IA 52247 tebock@kctc.net lori_tebockhorst@hillsbank.com	656-5234(h) 656-2281(w)	7/01/03- 6/30/09