

# Stanton Public Library

## Bylaws

### ARTICLE I – Stanton Public Library, Stanton, IA

**Section 1.1** The Stanton Public Library is under the direct supervision of a paid librarian and a five-member library board. The board in turn is subject to the city council for approval and actual issuing of payments for any services rendered or materials purchased.

**Section 1.2** The Stanton Public Library Board of Trustees, hereafter referred to as the Board

**Section 1.3** The Board will comply with the *Iowa Code* 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.

### ARTICLE II - Amendments

**Section 2.1 Amendments to Bylaws.** These Bylaws may be amended, repealed, or altered, in whole or in part, and new Bylaws may be adopted, by a two-thirds vote of the Members present at any properly held meeting of the Board, the notice of which sets forth that one of the proposed actions at the meeting is the amendment of these Bylaws.

### ARTICLE III – Meetings

**Section 3.1** The board of trustees shall meet the first Thursday of every month at 4:00 P.M.

**Section 3.2** The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.

**Section 3.3** The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

**Section 3.4** The Director of the Stanton Public Library shall be present and participating at each meeting of the Board.

**Section 3.5** The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

## **ARTICLE IV – Board of Directors**

**Section 4.1 General Powers.** The business and affairs of the Stanton Public Library shall be managed by or under the direction of the Trustees, which may exercise all such powers, rights, and duties of the Stanton Public Library and do all acts and things not prohibited by statute, the Articles, or these Bylaws.

**Section 4.2 Board Membership.** The Board shall consist of no less than five (5) nor more than seven (7) Trustees or such other number as may be determined from time to time by amendment of these Bylaws. All board members shall be appointed by the board and approved by the mayor and city council.

**Section 4.3 Qualifications of Trustees.** All of the members of the board shall be bona fide citizens and residents of the city and all shall be over the age of eighteen (18).

**Section 4.4 Terms of Office.** All appointments to the board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first.

Appointments shall be made every two (2) years of one-third the total number as near as possible, to stagger the terms.

**Section 4.5 Resignation and Removal.** Any Trustee may resign at any time. The resignation shall be made in writing and take effect at the time specified therein, or if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation is not necessary to make it effective. Any Trustee may be removed from office for cause upon the affirmative vote of two-thirds (2/3) of the other Trustees.

**Section 4.6 Special Meetings.** Special Board meetings may be called by the Director of the Stanton Public Library, or by any two Trustees, upon two days notice to each Trustee. Such meeting shall be held on such date and at such time and place as shall be designated in the notice of the meeting by the person or persons calling the meeting.

**Section 4.7 Quorum.** A majority of the Board, three (3), shall constitute a quorum for the transaction of business at any Board meeting.

**Section 4.8 Order of Business.** The library Director shall prepare an agenda for each board meeting

## **ARTICLE V – Officers**

**Section 5.1** Officers shall be the Board president, vice president, and secretary/treasurer and shall be elected at the annual meeting in July.

**Section 5.2 President and Vice President.** The President and Vice President shall have general supervision of the affairs of the Stanton Public Library, shall preside at all meetings of the Board , and generally shall perform the duties usually incident to their offices or prescribed by law or vote of the Board. In the absence of the president, the vice president shall assume the president’s duties.

**Section 5.3 Secretary/Treasurer.** The Secretary/Treasurer shall faithfully and impartially record the actions taken at each meeting of the Board or shall see that such a record is taken by another person.

**ARTICLE VI – Committees**

**Section 6.1 Generally.** The Board may establish such committees as it deems necessary or appropriate for furthering the purposes of the Stanton Public Library.

**Section 6.2. Procedure.** All committees established by the Board shall report on its meetings at the next Board meeting held after the committee meeting.

**Section 6.3 Term of Office.** Committee members shall be appointed by the Board and each member shall serve for the period designated by the Board.

**ARTICLE VII – Major Functions**

**Section 7.1** Hire and evaluate the library director.

**Section 7.2** Set policies for the library’s operations and services.

**Section 7.3** Engage in planning for the library’s future.

**Section 7.4** Ensure library director participate in training and continuing education.

**Section 7.5** Participate in Board training and educational opportunities.

**Section 7.6** Ensure the library’s involvement in Iowa Library Services’ initiatives.

Adopted by the Board of Trustees

Date and signed Jan 03, 2019

*Peggy Reed*  
*Dennis Burke*  
*Harriet Olson*

*Chamela Lopez*  
*Georgina Clark*