

## 02. GRIMES PUBLIC LIBRARY BY-LAWS

### I. LIBRARY BOARD

- A. According to the requirements of Ordinance #104, City of Grimes, the Board of Trustees shall consist of 5 members. The members are appointed by the Mayor, with the approval of the City Council.
- B. The general powers and duties of the Board of Library Trustees are specified in Ordinance #104, City of Grimes.
- C. The Board will exercise its powers and duties as follows:
  - 1. Employ a competent and qualified Librarian, also hereinafter called the Director.
  - 2. Cooperate with the Director in determining and adopting written policies to govern the operation and programs of the library, including, but not limited to, personnel policies and policies governing the selection of library materials, supplies and equipment.
  - 3. Report to and cooperate with public officials, boards, and the community as a whole to support a public relations program for the library.
  - 4. Assist in the preparation of and seek adequate support for the annual library budget.
  - 5. Develop long-range goals for the library and work towards the achievement of these goals.

### II. OFFICERS

- A. The officers of the Board will be a President, a Vice President and a Secretary. Their terms of office shall be for one year. Officers may succeed themselves in office. Elections shall take place at the June meeting.
- B. The duties of all officers shall be such as by custom and law and the rules of the Board usually develop upon such officers in accordance with their titles.

### III. MEETINGS

- A. Regular meetings shall be held monthly, date, hour, and location of the meeting to be determined by the Board.
- B. Special meetings may be held at any time, at the call of the President or any two members of the Board, provided that notice thereof be given to all trustees at least 24 hours in advance of the special meeting.
- C. A quorum at any meeting shall consist of 3 or more trustees.
- D. Order of business:

#### GENERAL AGENDA ITEMS

- 1. Call to Order
- 2. Roll Call
- 3. Approval of the Agenda
- 4. Approval of the Consent Agenda
  - A. Minutes
  - B. Bills
  - C. Etc.

PUBLIC AGENDA ITEMS The Board may consider and potentially act on the following Public Agenda Items.

- A. Public Forum

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“Those people wishing to address the Board need to sign up on the sheet which has been provided. Each person will be allowed three minutes and may address no more than two issues per Grimes Rules of Procedures for Conduct of City Business – May 2005”

### BOARD DISCUSSIONS

1. Director's Report
2. Old Business
3. New Business

### ADJOURNMENT

- E. An agenda for Board meetings shall be prepared by the Director and the President of the Board
- F. All meetings of the Board are to be 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 no later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Director.
- G. Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

### IV. COMMITTEES

- A. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- B. All committees shall make a progress report to the Library board at each of its meetings.
- C. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

### V. THE LIBRARIAN / DIRECTOR

- A. The Librarian shall be the executive director of the library.
- B. The Librarian / Director shall be in attendance at all meetings of the Board, providing a librarian's report at all times.
- C. The Librarian / Director shall be evaluated by the Library Board once a year.

### VI. AMENDMENTS TO THE BY-LAWS

- A. Amendments to these by-laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments shall be given to all members of the Board in advance of the meeting.

Approved by the Grimes Public Library Board of Trustees: 11/10; 01/13; 02/16; 12/17