

**North Liberty Community Library Board of Trustees  
By-Laws**

**Article I. Name**

This organization shall be called the “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance. Library Board Members shall be appointed by the North Liberty City Council. Terms shall begin on July 1 and end on June 30 of any particular year.

**Article. II Officers**

**Section 1.** The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

**Section 2.** Officers shall serve a term of one year from the annual meeting at which they are elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

**Section 3.** The president shall preside at all meetings of the Board, appoint all committees prepare an agenda for each meeting; serve as ex-officio voting member of all committees and generally perform all duties associated with that office.

**Section 4.** The vice-president, in the event of the absence or disability of the president, secretary or a vacancy in those offices, shall assume and perform the duties and function of the president or secretary.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the Board. The president shall prepare an agenda for each meeting in a timely manner. The secretary shall record in the Minutes the attendance of Board members at meetings in the following manner: absent, not present, present (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

**Article III. Meetings**

**Section 1.** The regular meetings shall be held each month with the date an hour to be set by the Board at its annual meeting.

**Section 2.** The annual meeting, which shall be for the election officers, shall be held at the time of the regular meeting in August of each year.

**Section 3.** The order of business for regular meetings shall include, but not limited

to the following: minutes, financial reports, reports of the Friends of the Library, staff reports, committee reports, old business, new business and “other”.

- Section 4.** Board Orientation and/or Board In-Service shall be in July of each year.
- Section 5.** Special meetings may be called by the secretary at the direction of the president or at the request of two (2) members for the transaction of business as stated in the call for the meeting.
- Section 6.** A quorum shall be required for the transaction of business at any meeting. Three (3) members shall be required for the five (5) member board and four (4) members will be required for the six (6) member board. Voting by proxy shall not be allowed.
- Section 7.** Notice of regular and special meetings shall comply with open meeting rules of twenty four (24) hour posting to the public.
- Section 8.** The agenda for the next meeting, the minutes of the previous meeting and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.
- Section 9.** Replacement of a trustee will follow North Liberty Ordinance No. **08-21**, Section **1B** with the recommendation that a trustee serve no more than two (2) consecutive terms.
- Section 10.** Board members shall be required to attend all meetings. More than three (3) unexcused absences in a calendar year will result in immediate termination from the Board. Long-term absences will be dealt with on an individual basis and should be presented to the Board for discussion approval. The Library Director needs to be notified prior to Board meeting of an upcoming absence.
- Section 11.** Conduct of meetings and proceedings of all meetings shall be governed by ROBERTS RULES OF ORDER.

**Article IV. Committees**

- Section 1.** 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 completion of the purpose for which it was appointed and after the final report is made to the Board.

**Section 2.** All committees shall make a progress report to the Library Board at each of its meetings.

**Section 3.** No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

**Article V. General**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

**Section 2.** The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken. Any such amendments shall be subject to approval by the City Council of North Liberty.

**Section 3.** If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations or the mayor may dismiss any Board member at anytime, regardless of any recommendation from the Board.

Written: September 1996

Reviewed and Revised: September 2008

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