

# **By-Laws of the Schroeder Public Library**

## **Article I**

### **I. LIBRARY BOARD**

A. According to the requirements of Municipal Code Chapter XIII, City of Keystone, Iowa, the Library Board of Trustees of the Schroeder Public Library shall consist of seven members to be appointed by the Mayor with the approval of the City Council

B. The general powers and duties of the Schroeder Public Library Board of Trustees are outlined in Chapter 378 of the Code of Iowa.

C. The Board of Trustees shall exercise its powers and duties by:

1. Employing a competent and qualified librarian
2. Cooperating with the librarian in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
3. Reporting and cooperating with other public officials, boards and the community as a whole to support a public relations program for the library.
4. Assisting in the preparation of and seeking adequate support for the annual budget
5. Developing long-range goals for the library and working toward their achievement.

## **ARTICLE II**

### **II. OFFICERS**

A. The officers of the Board of Trustees shall consist of a President, Vice President, Secretary and Treasurer. Their terms of office shall be for one year. Officers shall be elected at the July meeting of each year to take office immediately. Officers may succeed themselves in office.

B. President. The President shall preside at all meetings and shall see that all policies and directives of the Board of Trustees are carried out subject to the right to delegate any specific powers or authority as authorized by the Board of Trustees. The President shall appoint all

necessary committees and perform all other duties and exercise such other powers as are customarily performed by the President of a Board.

Vice President. The Vice President shall perform all the duties of the President during the absence of the President and be vested with full power to act in all matters. The Vice President shall also perform such other duties and exercise such other powers as may be imposed or vested in him by the Board of Trustees

C. Secretary. The Secretary shall keep a record of all proceedings of the Board of Trustees and shall keep a book of Minutes for such purposes. The Secretary shall also carry on such correspondence as the Board shall direct and perform other duties as prescribed.

D. Treasurer. The Treasurer shall sign all checks and be responsible to have all bills paid with final approval of the Board of Trustees and give a report at each meeting.

E. Librarian. The Librarian shall serve as the executive director of the Board of Trustees and shall be responsible for any procedures and programs necessary to implement the objectives of the Library under the policies set by the Board of Trustees. The Librarian shall have direct responsibility for the selection and purchasing of print materials; for the acquisition of all non-print materials, supplies and any other budgeted items and shall have direct responsibility for all other employees and their work schedule. The Librarian shall also be responsible for the internal operation of the Library and its service and such reports and statistical reports, special service, growth and progress and recommendations for present and future needs. The Librarian shall also perform other duties as may be prescribed by the Board of Trustees.

1. The Librarian shall be selected and employed by the Library Board of Trustees and shall serve at the pleasure of the Trustees subject to any contractual arrangements.

2. The compensation of the Librarian shall be fixed by the Board of Trustees at the time of annual budget preparation, subject to approval of the budget of the City Council.

F. Vacancies in Office. If the office of any officer of the Board of Trustees becomes vacant by reason of death, resignation, retirement

the Board of Trustees may choose a successor for such office at the first meeting following such vacancy. This person will hold office until the next regular election of officers.

## Article III

### III. Meetings

A. Regular Meetings. A regular meeting of the Board of Trustees shall be held at the library the second Wednesday of every month at 5:30PM.

B. Special Meetings. A special meeting of the Board of Trustees may be called at any time on the request of the President or any two Board members. Such a request shall be given to the Librarian who shall give notice to each member.

C. Notice. Notice of the regular meetings shall be given at the previous meeting and a written notice on the Library Bulletin board 24 hours prior to the regular date. Notice of special meetings shall be given at least three days in advance if possible.

D. Quorum. Four members shall constitute a quorum for all purposes except where otherwise provided.

E. Voting. Each member of the Board of Trustees shall be entitled to one vote on any matter upon which a vote is required.

F. Order of Business. The following order of business shall be followed at each regular meeting and any special meeting if applicable

1. Minutes of Previous Meeting
2. Financial Report
3. Payment of Bills
4. Librarian's Report
5. Committee Reports
6. Old Business
7. New Business

G. Miscellaneous. All meetings shall be open to the public except for "Executive Sessions". The Librarian shall attend all regular Board meetings except those where the Librarian's appointment, salary or relationship with the Board or the staff are discussed.

The Librarian shall have the right to speak at Board meetings on all matters but shall not have the right to vote.

## **ARTICLE IV**

### **IV. Powers**

A. The Board of Trustees shall have such powers as specifically conferred on the Board as provided under the statutes of the State of Iowa including but not limited to the powers provided in Chapter 378 of the Code of Iowa.

B. The Powers herein authorized shall be subject to any change or modification by the Legislature. Any such change, alteration, amendment or repeal shall automatically become part of these By-Laws.

## **ARTICLE V**

### **V. GENERAL PROVISIONS**

The Hours of the Library shall be determined by the Board of Trustees subject to the minimum standards of the State of Iowa

## **ARTICLE VI**

### **VI. AMENDMENTS**

The Board of Trustees may repeal or amend these By-Laws or any part thereof or adopt new or additional By-Laws at any meeting of the Board by a majority vote.

Updated 5-13-24  
& May of each year to follow

