

Montezuma Public Library By-Laws

I. NAME AND PURPOSE

- A. The Montezuma Public Library Board of Trustees, hereafter referred to as the Board.
- B. The Board will attempt to comply with the Code of Iowa 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.

II. BOARD MEETINGS

- A. The Board shall meet on the second Wednesday of every month (excluding December) at 5:30 PM in the library's community room.
- B. A quorum shall consist of 5 members from its total membership of 9 trustees.
- C. 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.
- D. The Board shall record its proceedings as minutes and shall have copies available for public viewing.
- E. The Library Director should be present at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

III. OFFICERS AND COMMITTEES

- A. Officers shall be the Board President, Vice-President and Secretary.
- B. The President shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the President, the Vice-President shall assume the President's duties. The Secretary shall record all proceedings of the Board.
- C. The President, as needed, shall appoint ad hoc committees.
- D. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

IV. MAJOR FUNCTIONS OF THE BOARD

- A. Hire and evaluate the Library Director
- B. Make recommendations for salaries and benefits of the library's personnel.
- C. Set policies for the library's operations and services.
- D. Participate in the budget process and secure adequate financial support for the library's operations and services.
- E. Engage in planning for the library's future.
- F. Ensure the Library Director participates in training and continuing education.
- G. Ensure the library's involvement in the State Library and Library Service Area initiatives.

V. AMENDMENTS

- A. These by-laws may be amended at any meeting of the Board with a quorum present by a unanimous vote of the members present.

Adopted June 13, 2007, by the Montezuma Public Library Board of Trustees

Date revised: February 8, 2012

Date reviewed: January 14, 2015

Date reviewed: June 13, 2018

Date revised: September 8, 2021