

- I. Library Board
 - a. According to the requirements of Chapter 23, Section 23.02 and 23.04, City Code of DeWitt, the Library Board of the DeWitt Community Library shall consist of nine members. Maximum term of office not to exceed two consecutive six year terms with the exception of a possible 3rd term with board approval. All board members are to be appointed by the Mayor with the approval of the City Council.
 - b. The general powers and duties of the DeWitt Community Library Board are outlined in Chapter 23, Section 23.05, City of DeWitt.
 - c. The Board shall exercise these additional powers and duties:
 1. The Board shall set policies with advice from the director for library operations and services.
 2. Report to and cooperate with other public officials, boards, and the community to support a public relations program for the library.
 3. Assist in the preparation of and seeking of adequate support for the annual budget.
 4. Develop long-range goals for the library and work toward their achievement.
 5. Set Endowment Policy in accordance with the Code of Iowa and DeWitt Code in cooperation with the City Finance Officer.
 6. Hire and evaluate the library director.
 7. Set salaries and benefits for the library's personnel.
 8. Ensure the library's involvement in State Library and Library Service Area initiatives.
 9. Ensure library director and staff participation in training and continuing education.
 10. Participate in Board training and educational opportunities.
- II. Officers
 - a. The officers of the Board shall consist of President, Vice President and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than three consecutive terms in the same office.
 - b. The President shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- III. Meetings
 - a. Regular meetings shall be held monthly, date and hour to be determined by the board, in the meeting room of the library or such other place as the Board may determine.
 - b. The Annual meeting will be held in January each year. At the September meeting the Board shall hold a self-evaluation. The Board shall annually review policies of the Library, and update said policies as needed throughout the year. The Director evaluation

forms will be distributed in October for review during the November meeting and make any recommendations deemed advisable.

- c. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the board, if notice is given to all Trustees at least 24 hours in advance of the special meeting, and that notice be given in accordance with Chapter 21, Code of Iowa.
- d. A quorum at any meeting shall consist of 5 or more members.
- e. Order of business:
 - 1. Roll call
 - 2. Approval of minutes of previous meeting
 - 3. Correspondence and communications
 - 4. Financial report
 - 5. Director's report
 - 6. Old business
 - 7. New business
 - 8. Committee reports
 - 9. Adjournment
- f. An agenda for Board meetings shall be prepared by the Director and the President of the Board.
- g. All meetings of the board are open to the public, except for those sessions which may be closed under the provisions of Chapter 21, Code of Iowa, Official Meetings Open to Public. Members of the public 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.
- h. Robert's Rules of Order shall govern in the parliamentary procedure 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 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 Director

- a. The Director shall be executive director of the policies of the Board.
- b. The Director shall attend all meetings of the Board (see Chapter 21).
- c. The Director's report shall be given at each meeting.

VI. Amendments to the by-laws

- 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, if notice of proposed amendments was given to all members 30 days in advance of the meeting.

Adopted 1/2/90
Revised 3/3/92
Revised 11/3/98

Revised 11/7/00
Reviewed 6/7/05
Reviewed 7/8/08

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Revised 12/8/2014
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Revised 11/2021

