

# Ellsworth Public Library

## By-Laws

### NAME AND PURPOSE:

The Ellsworth Public Library Board of Trustees.

The Board will comply with the Code of Iowa in questions of Library law and will also comply with the regulations in the Library Ordinance.

### BOARD MEETINGS:

The Board will meet on the first Thursday of the month at 5:30PM.

The Quorum shall consist of 3 members (from the total membership of 5 trustees).

The Board shall comply with Iowa's Open Meeting Laws by printing and posting a copy of the agenda 24 hours prior to the meeting.

The Board shall record the meetings as minutes and keep copies of the minutes available for the public. A copy of the minutes is to be delivered to the city clerk within a week of the meeting

The Director of the Library shall be present and participate at each meeting of the Board.

The meetings will be conducted according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

### OFFICERS AND COMMITTEES:

Officers shall be the Board President & Vice-President, and shall be elected at the July meeting.

The President or vice president shall preside at all meetings, appoint committees relating to Personnel, Budget & Finance and Public Relations. Committees shall report its recommendations to the full Board.

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### MAJOR FUNCTIONS:

Hire and evaluate the Library Director.

Set salaries and benefits for the library's personnel.

Participate in the budget process and secure financial support for the Library's operations.

Plan for the Library's future.

Ensure Library Director and Staff participate in training and continuing education.

Participate in Board training and educational opportunities.

Ensure the Library's involvement in State Library and Library Service Area initiatives.

### AMENDMENTS:

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

Revised and approved: July 2013

Revised and approved: June 2016

Reviewed and approved: June 2020