

Correctionville Public Library By-Laws

The following By-Laws of the Correctionville Public Library shall govern the administration and actions of the Board of Trustees in the operation of the Correctionville Public Library, Correctionville, Iowa, as provided by state and county law and city ordinances as may be amended from time to time. These By-Laws shall be reviewed annually and amended as needed.

ARTICLE 1: OFFICE

The principal office of the library of the City of Correctionville, State of Iowa, shall be located at 532 Driftwood Street, Correctionville, Iowa, or at such other place or places within the City of Correctionville as the Board of Trustees may, from time to time, determine.

ARTICLE II: BOARD OF TRUSTEES

Section 1: Number, Appointment and Term of Office

1. The Correctionville Library Board of Trustees shall consist of seven (7) trustees, of which at least four (4) be bona fide citizens and residents of the City of Correctionville, up to three (3) Board members may be a noncitizen and nonresident of the City of Correctionville but must reside in the 51016 zip code. Board members shall be over the age of eighteen (18).
2. All members of the Board of Trustees shall be appointed by the Mayor with the approval of the City Council
3. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.
4. The position of any trustee shall be vacant if he/she moves permanently from the city, or if he/she is absent from six (6) consecutive regular meetings of the board, except in the case of sickness. The library will recommend to the Mayor names to fill a vacancy on the board. Vacancies shall be filled by appointment of the mayor, with approval of the council. The new trustee shall fill the unexpired term for which the appointment is made.
5. Board members shall regularly attend meetings. If a board member fails to attend at least half of the regularly scheduled meetings, the board can recommend to the mayor that this member be removed from the board.
6. Members of the Board of Trustees shall act without compensation for their services.

Section 2: Duties and Powers

1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The city treasurer shall administer library funds but shall not be a member of the board.
2. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
3. To direct and control all affairs of the library.
4. To employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.
5. To remove the librarian, by a two-thirds (2/3) vote of the board and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 70, Code of Iowa.

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6. To establish a policy for selection of books and other materials to be purchased and contained in the library.
7. To authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the board.
8. To authorize the use of this library by non-residents and to fix charges, if any, therefore.
9. To make and adopt, amend, modify or repeal policies, rules and regulations, not inconsistent with code and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations.
10. To monitor and evaluate the overall effectiveness of policies to ensure the community is satisfied with services received from the library.
11. To have exclusive control of the expenditure of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected under the rules of the board.
12. To accept gifts of real property, or mixed property, and devices and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bill of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library.
13. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city by action against the council.
14. To have authority to make agreements with the local historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of an historical and educational nature and pay for the same out of funds allocated for library purposes.
15. To provide for committees made up of Board members and volunteers who are registered Correctionville voters, at no compensation, to do any and all necessary actions for the operation of the library except that said committees or any member thereof will have no authority to expend any monies of the library without Board approval.
16. To establish regulations providing for library operation, charges and fines for the use of library materials, and the use of the library and its equipment.
17. To obtain memberships and incur expenses for memberships in state and national library organizations and associations.
18. The board shall make a report to the council after the close of the fiscal year when requested. This report shall contain statements as to the condition of the library, the number of books added, the number circulated, the dollar amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information as may be required by the council. The Fiscal Year of the Correctionville Public Library shall be July 1st to June 30th inclusive, subject to applicable law.

Section 3: Meetings

1. Twelve (12) regular meetings of the Board of Trustees will be held on the first Thursday of each month at 4:00 p.m. in the Welsch Room at the Correctionville Public Library. The Board of Trustees, from time to time, may provide by resolution a new time and/or day of the week for holding regular meetings of the Board of Trustees.
2. Special meetings of the Board of Trustees shall be held whenever called by the President or by any one of the trustees, at such time and place as may be specified in telephone, e-mail notices and/or text.
3. All meetings, including special meetings, of the Correctionville Library Board of Trustees will adhere to the open meeting rules as governed by Iowa Code, Chapter 21. All regular and special meeting agendas shall be posted not less than twenty-four (24) hours prior to the time of the meeting in order to be easily attended by the public.

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4. The Correctionville Library Board shall follow Robert's Rules of Order at all meetings.

Section 4: President

At all meetings of the Board of Trustees, the President of the Board, if present, shall preside. If there shall be no President due to vacancy or if he/she shall be absent, then the Vice President will preside, and if he/she is absent, a Chairman chosen by the Trustees shall preside.

Section 5: Order of Business

An agenda shall be posted which specifies the order of business to be discussed and/or acted upon. Reports from the Librarian, Treasurer, minutes and public input will be the normal routine with items under unfinished business and new business to be determined by library needs.

Section 6: Quorum and Adjournment

1. At all meetings of the Board of Trustees, the presence of a majority, or four (4) members, of the entire Board shall be necessary and sufficient to constitute a quorum for the transfer of business, except as otherwise provided by law or by these By-Laws.
2. If a majority of the trustees are not present at the time and place of any regular or special meeting, they may adjourn the meeting without notice, until a quorum shall be present.

Section 7: Expenditures

All money appropriated by the City Council for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on order of the board, signed by its president or vice president, and approved by the City Council. The check-writing officer is the City Clerk.

ARTICLE III: BOARD OF TRUSTEES

Section 1: Number, Appointment and Term of Office

1. The Officers of the Correctionville Library Board shall consist of a President, Vice President, Secretary, Treasurer and Publicity Chairman.
2. The Officers shall be elected by the Board of Trustees at the regular June meeting of the Board prior to the end of the fiscal year, which is June 30th.
3. Each Officer shall hold office until the regular June meeting of the Board of Trustees next succeeding his/her election, and until his/her successor shall have been elected and qualified, or until his/her death, resignation or removal.
4. No limit shall be imposed on the number of times an Officer can be re-elected or the length of time an Officer can retain his/her position.

Section 2: Duties of Officers

1. The President of the Board of Trustees shall be the chief executive officer of the library. The President shall execute any and all papers, instruments or documents, which have been received and approved by the Board of Trustees, on behalf of the Board of Trustees.
2. The Vice President of the Board of Trustees shall serve only in the absence of the President, and then only in matters delegated to him/her by the Board. The Vice President shall cooperate in any and all matters with the President.
3. The Secretary shall keep the minutes of the board meetings and preserve for future reference and use.
4. The Treasurer shall work with the City Clerk of the City of Correctionville in keeping track of monies and will report monthly changes to the board at each meeting.

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5. The Publicity Chairman is responsible for all library publicity, including photos and articles placed in the newspaper, and saving such information for future reference and use.

Section 3: Resignation

Any officer may resign at any time by giving written notice of such resignation to the Board of Trustees, or to the President or the Secretary of the Board of Trustees.

Section 4: Removal

Any officer may be removed, with cause, and a successor elected by the Board at any time.

Section 5: Vacancies

A vacancy in any office on the Board of Trustees may at any time be filled for the unexpired portion of a term by the Board of Trustees.

ARTICLE IV: CONTRACTING WITH OTHER LIBRARIES

1. **Contracting.** The board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.

ARTICLE V: NON-RESIDENT USE

The board may authorize the use of the library by persons not residents of the City of Correctionville in any one or more of the following ways:

1. **Lending.** By lending the books or other materials of the library to non-residents on the same terms and conditions as to residents of the city, or upon payment of a special non-resident library fee.
2. **Depository.** By establishing depositories of library books or other materials to be loaned to non-residents.
3. **Bookmobiles.** By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to non-residents.
4. **Branch Library.** By establishing branch libraries for lending books or other materials to non-residents.
5. **Meeting room.** May be used by non-library sponsored groups for meetings, social events, or other gatherings with the approval of the Board of Trustees.

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