



## Library Board Bylaws

Following are the Bylaws of Fairfield Public Library, Fairfield, Iowa. These Bylaws supersede all previous versions.

### Regular Meetings

The regular monthly meetings of the Fairfield Public Library Board of Trustees shall be held at the Library at 5:15pm on the third Monday of each month, except in December, when they precede that month's City Council meeting.

### Annual Meeting

The annual meeting shall be held at the time of the regular monthly meeting for the month of June, at the usual place and time.

### Special Meetings

Special meetings may be called by the President or upon the written request of three (3) members of the Board of Trustees for the transaction of business stated in the call for the meeting.

### Quorum

A quorum for the transaction of business shall consist of five (5) members.

### Parliamentary Guide

Meetings are conducted in general compliance with guidelines summarized in *Robert's Rules of Order Newly Revised in Brief*, pages 187-197.

### Public Address

All meetings of the Board are open to members of the public who wish to observe and comment. Non-board members who wish to address the Board should request a place on the agenda not later than Wednesday prior to a board meeting. The request may be directed to the President, Secretary, or the Library Director. The Board is not obligated to act upon any complaint or suggestion at the meeting at which it is presented.

## **Order of Business**

The order of business at regular meetings shall be as follows:

- |  |                          |                         |
|--|--------------------------|-------------------------|
| 1. Call to order                       | 5. Treasurer's Report    | 10. Continued Education |
| 2. Public address                      | 6. Approval of Bills     | 11. Unfinished business |
| 3. Call for Additions to the<br>Agenda | 7. Communications        | 12. New business        |
| 4. Approval of Minutes                 | 8. Report of Director    | 13. Adjournment         |
|  | 9. Reports of Committees |                         |

## **MEMBERSHIP AND OFFICERS**

### **Number and Term**

The Board of Trustees shall be composed of nine (9) members appointed by the Mayor, with the approval of the City Council, for a period of six (6) years. The ultimate responsibility for all library activities rests with the Board of Trustees. The board shall strive to maintain balanced gender representation among its nine members.

Tenure shall be limited to two (2) successive six (6) terms, with reappointment permissible following a two-year period of non-service. A trustee appointed to fill out a term of less than three (3) years may then serve two additional full terms. It is the responsibility of the Library Board to nominate and present replacement names to the mayor

### **Meeting Attendance**

Should a member of the board be unable to attend four (4) meetings in a 12-month period, the potential need for resignation may be discussed with this member by the Board President.

### **Conflict of Interest**

A person or spouse of a person who receives direct or indirect compensation in an amount greater than \$1,500 in a calendar year from the Fairfield Public Library shall not be eligible to serve as a trustee of the Fairfield Public Library.

### **Officers**

Officers of the Board of Trustees shall be elected by simple majority of the board at the regular annual meeting of the Board, and shall be as follows: President, Vice-President, Secretary, and Treasurer. Officers shall serve one (1)-year terms, and an officer may succeed himself, provided that a President or Vice-President shall not serve more than three (3) consecutive terms.

### **President**

The President of the Board shall work with the Director to set the monthly agenda, preside at all meetings, appoint all committees, authorize calls for any special meetings, authorize payment of all accounts payable, and generally perform the duties of the presiding officer.

### **Vice-President**

The Vice-President shall preside in the absence of the President and perform all other duties in case of the President's absence or incapacity. The Vice-President shall work with the Personnel Committee to coordinate the Library Director's Annual Performance Evaluation.

### **Secretary**

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings.

### **Treasurer**

The Treasurer shall authorize all accounts payable. The Library Director as Assistant Treasurer shall sign accounts of the Memorial and Gift Fund.

## **COMMITTEES**

### **Standing**

Three (3) standing committees of three members each shall be appointed for purposes outlined on page 49 of the Iowa Library Trustee's Handbook, 2009 edition: Personnel, Finance, and Building and Grounds. The board shall review the bylaws at the June annual meeting.

### **Descriptions of Committees**

**Personnel:** The Personnel Committee shall advise the Board of Trustees on matters pertaining to personnel administration, staffing, and benefits. The Committee will provide policy advice, as needed, in the areas of employee relations, benefits, training, compensation, recruitment, and retention. The Committee shall review position descriptions, wages, and salary ranges annually, and conduct a performance review of the Library Director. It is the responsibility of the chairman to call committee meetings.

**Finance:** The Finance Committee shall oversee the financial operations of the Library. The Committee reviews financial procedures and policies annually, makes recommendations to the Board for change as needed, reviews with the Director the assumptions made in the annual budget, and requests information as appropriate.

The Committee shall also represent the Board at meetings with the City as requested by the Director. The Committee shall work with the Building and Grounds Committee to update the capital improvements plan annually. It is the responsibility of the chairman to call committee meetings.

**Building and Grounds:** The Building and Grounds Committee shall provide overall guidance regarding the library property, including: Maintenance, safety, security, repairs, upgrades, and future planning. The Committee shall work with the Finance Committee to update the capital improvements plan annually. The Committee, working with the Library Director, will keep the other trustees notified of possible impacts to the annual budget. It is the responsibility of the chairman to call committee meetings.

### **Special**

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until completion of the work for which they were appointed.

### **Books and Articles**

All gifts of articles, books, rare items, etc. donated to Fairfield Public Library shall become the property of Fairfield Public Library and shall be used, displayed, or disposed of as the Board deems fitting and proper, according to the library's Gift Agreement.

### **Monetary Gifts & Grants**

All money received as gifts or grants shall be held in the care of the Library Director and will be deposited in the City's General Fund in a restricted-use account. These funds shall be used only with the approval of the Library Board of Trustees and will be retained for Library use from each fiscal year to the next. Gifts in the form of Certificates of Deposit shall be managed by the Library Director with the Director, Board President, Board Treasurer, and the City's representative(s) listed as signers.

### **Endowments and Legacies**

Endowment funds and legacies left in trust of the Board of Trustees shall be invested consistent with Iowa law.

### **Amendments**

Trustees at any regular meeting of the Library Board may make amendments to these Bylaws with a quorum of five members present, providing the subject matter of the amendment was stated in the call for the meeting.

## **PROFESSIONAL PERSONNEL**

### **Library Director**

The Library Director shall be a professional librarian, holding a master's degree or equivalent. They shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director is responsible for:

1. The care of the building and equipment

2. The employment and direction of the staff and the training of same for efficiency of the Library's service to the public
3. The selection of books and materials according to the Library's collection development policy
4. The preparation of a budget for submission to the Finance Committee in time for approval by the Board before the date specified by the City Council, and
5. The operation of the Library under the financial conditions set forth in the annual budget as finally approved by the City Council.
6. The organizational structure of library departments and staff within these departments.

The Library Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

During the first quarter of each calendar year, the Library Director shall receive a performance evaluation by the Personnel Committee, who will report results to the full Board.

## **SERVICE CONTRACTS**

### **Jefferson County**

Pursuant to the original contract of March 13, 1963, and Iowa Code 256.69, the Board of Trustees shall enter into an annual agreement with the Jefferson County Board of Supervisors for the amount of money to be supplied from taxation for free library services to rural residents of Jefferson County.

### **Incorporated Towns**

Separate contracts are made with the town councils of outlying incorporated towns in Jefferson County for annual remuneration, entitling residents of said towns to free library service.

## **PATRONS' RIGHTS TO SERVICES**

### **Use**

The rights of an individual to use the Library shall not be denied or abridged because of a person's gender, race, religion, national origin, or social or political views.

### **Use of Records**

All records of Fairfield Public Library which, by themselves or when examined with other public records, would reveal the identity of a library patron checking out or requesting an item from the library, shall be kept confidential unless otherwise ordered by court of competent jurisdiction. The following rules shall govern public access to all other records of the Fairfield Public Library:

1. The Library Director is designated as the official custodian of the Library's public records.
2. The person desiring access to the records shall request access in writing, identifying as accurately as possible the specific records to which access is desired. In addition, the person shall be asked the reason for the request but cannot be denied access if no reason is stated.
3. Access to the records shall be granted during the hours of 9:00am to 5:00pm, Monday through Friday.
4. Access to the records shall be granted only under the supervision of the Library Director or a staff member specifically authorized by the Library Director.
5. Staff time spent in providing and supervising access to the records shall be charged to the person requesting access at the rate of \$10.00 per hour. This includes staff time spent making photocopies of the records. The minimum charge shall be \$2.00. Law enforcement agency personnel conducting an authorized investigation shall be exempt from charges, except for the use of the copy machine.
6. If there is cause to believe that examination and/or copying of the records would clearly not be in the public interest and would substantially and irreparably injure any person or persons, access to the records may be delayed until a District Court opinion is given.

### **Rules**

After approval by the Board, the Library Director may issue rules regarding standards for patrons' use of the Library and materials, and behavior on Library property or grounds.