

Bylaws of the Library Board of Trustees

Reviewed and Adopted 2002
Revisited 2004, 2007, 2012, 2015, 2018, 2019, 03/28/2023
Revised and Approved 04/28/2026

Role of the Orange City Public Library Board of Trustees

I. Hiring the Library Director

The board hires a qualified person to manage the daily operations of the library, working with and in support of the director while mutually respecting each other's roles.

II. Approving and Monitoring the Budget

Library boards typically have a great deal of authority over the library budget, including approving expenditures, and moving funds between line items.

III. Developing and Adopting Policies

Library boards must be mindful that they adopt public policy for a public service. They should take care to avoid writing policies that are reactionary or punitive. Instead, policy development should keep community interests at the forefront. Once adopted by the board, library staff work to carry out the policies and communicate them to patrons.

IV. Planning for the Library's Future

Planning is another important function of the board and should be approached as a continuous process. Planning leads boards to explore possibilities and opportunities, basing decisions on community input and packaging service in response to community needs.

V. Evaluating Service and Advocating for Advancements

The community puts its faith in the library board to make sure the library is operating within the public trust. The board helps determine whether the community is satisfied with library programming and services. One of the most effective ways to gauge satisfaction with library service is by evaluating the library director's job performance. Note that trustees can also evaluate their own performance! In exercising this evaluation and advocacy role, boards are pushing for adequate funding, seeking technology advancements, fostering community relationships, and supporting the library staff in terms of salaries, benefits, and working conditions.

(Source: Iowa Library Trustee's Handbook, 2021 Edition)

Bylaws for the Board of Trustees of the Orange City Public Library

The Library Board of Trustees is empowered by and shall follow the City of Orange City Code of Ordinances and the Code of Iowa, 392.5.

I. Meetings:

The library board will meet no fewer than 10 times a year with the Library Director (Administrative Librarian) or designee in attendance. The regular meetings of the library board shall be held monthly at the time designated in the following operations schedule:

Regular meetings will be held on the fourth Tuesday of each month at 5 p.m. at the library.

Operational year:
July to June

Appointment of new board members:
The process is recommended to get underway in January.
The selection of appointees by the mayor is recommend to take place in May.

Election of officers:
The election of officers is recommended to take place in the June meeting with terms to begin in July.

- A. A 24-hour advance posting of the agenda is necessary prior to all official meetings of the board and the executive and personnel committee. The agenda must be posted in a prominent place, accessible to the community in the building where the meeting is expected to take place,
- B. The parliamentary guide used in board meetings is Robert's Rules of Order.
- C. Special meetings shall be called by the president or by any two trustees in conjunction with the Administrative Librarian. Special meetings deal with issues that need attention before the next regularly scheduled board meeting. An agenda must be posted 24 hours in advance whenever possible.
- D. A majority of the members of the board shall constitute a quorum, and a majority of the members of any standing committee shall constitute a quorum of the committee.
- E. The Administrative Librarian shall attend all Library Board meetings. The Administrative Librarian does not have the power to vote.
- F. The order of business of the regular meetings shall be as follows:
 - 1. Call to Order
 - 2. Approval of the agenda
 - 3. Approval of minutes
 - 4. Treasurer's report
 - 5. Approval of bills
 - 6. Statistical report
 - 7. Director's report

8. Committee reports
9. Unfinished business
10. New business
11. Announcements
12. Comments from board members
13. Adjournment

II. Board Membership

- A. New board members will be selected from a slate of individuals prepared by the board and submitted to the mayor for approval by the City Council. Board members whose terms are expiring and who wish to serve another term will be submitted for reappointment.
- B. The Orange City Municipal Code limits membership on the board of trustees to residents of Orange City who are at least 18 years old.
- C. New and returning full-term board members shall be appointed near the end of the operational year to serve a four-year term of office commencing July 1,
- D. No more than three of the seven board members will begin their terms in a single year. A board member may serve only three four-year consecutive terms on the board. No board member shall serve more than 12 consecutive years. When filling vacancies due to resignation or removal, the new board member will fulfill the unexpired term for which the appointment is made.
- E. Board members shall receive no compensation for their services, but they shall be reimbursed for any actual and necessary expenses incurred by them in the performance of their duties.
- F. The board has the collective power to censure one of its members for misconduct and, in extreme cases, to recommend their removal from the board to the City Council. (See Board Code of Conduct Policy and Board Code of Ethics Policy)
- G. The position of a board member who has been absent from four consecutive regular meetings shall be considered vacant, unless the president, after consultation with the vice-president, shall find good cause for any of the absences and excuse him or her.
- H. Regardless of whether the absences are excused, the position of any board member missing 50% of the regular meetings during a fiscal year shall be considered vacant unless the board shall vote to excuse any of the absences.

III. Officers

- A. The election of officers will take place annually at the end of the operational year.
- B. The officers shall be president, vice president, and secretary/treasurer, who shall be elected annually from the members of the board. No person shall hold the presidency or vice-presidency for more than two consecutive years, except under special conditions.
- C. The president shall preside at board meetings, serve as chairperson of the executive committee, and perform such other duties as generally pertain to that office.
- D. The vice president shall perform the duties of the president in the latter's absence.
- E. The secretary/treasurer shall keep a record of attendance at the board meetings, record the official actions of the board, notify the mayor of vacancies on the board and of nominations for members, and keep an account of all funds of the library and with the librarian make financial reports to the board.

IV. Finances & Expenditures

- A. All bills for library purchases shall be reviewed on a monthly basis and approved by the library board for payment.

V. Board of Trustees Committees

Following the July meeting, when the new board members are seated and the new officers have been elected, the president shall establish the four standing committees of the board: executive and personnel, finance, policy, and property. Each committee shall consist of three board members. The executive and personnel committee will be made up of the three board officers.

The purpose and work of each of the committees is described below:

- A. Executive and Personnel Committee: to employ a competent and qualified Administrative Librarian; to ensure that the policies of the library are carried out; and to assist the Administrative Librarian as deemed necessary and prudent.
- B. Finance Committee: to establish and monitor the annual budget, including the annual presentation of that budget to the city council.
- C. Policy Committee: to determine and propose written policies which govern the operation and program of the library to the full board of trustees for approval.
- D. Property Committee: to oversee purchases and assist in the maintenance of the property and furnishings of the library.

VI. Amendments

- A. These bylaws can be amended at any regular meeting of the board by a two-thirds vote of the board membership provided that the amendment was submitted in writing at the previous regular meeting.
- B. Notice is not required to amend the original amendment.
- C. An amendment to the original amendment has to be relevant to the original amendment. No other amendment is in order or may delay the action of the original amendment.