

WAUKEE PUBLIC LIBRARY	BOARD
POLICY SECTION 1.2	ADOPTED 10/95
BY-LAWS	REVIEWED 2/03, 1/06 Reviewed and approved 11/06; Revised 4/09; Revised 6/11

BY-LAWS

MEETINGS:

The regular meetings of the Library Board shall be held monthly at a time and place determined by the members each year. Usual meeting place is the Waukee Public Library. Per open meetings law the agenda of all regular and special meetings shall be posted at least 24 hours prior to the meeting at three public locations, including Waukee City Hall, United States Post Office at Waukee and Waukee Community Center Bulletin Board.

The annual meeting shall be held at the time of the regular meeting for the month of July.

Special meetings may be called by the President, or upon the written request of four members.

OFFICERS:

Officers of the Board shall be chosen at the regular annual meeting of the Board, and shall be as follows: President, Vice President, Secretary and Treasurer. Officers serve for a one-year term.

Any officer may succeed himself/herself, provided however, that a President shall not serve more than three consecutive 1 year terms.

The President of the Board shall preside at all meetings, appoint all committee Chairpersons, certify all bills approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The Vice-President shall in the absence of the President from a Board meeting, act as Chairperson and preside over the meeting, fulfilling the duties of the presiding officer.

The Secretary of the Board shall keep a true and accurate account of all proceedings of all board meetings; shall compile all approved minutes and other records of the Board and entrust them to the Library; shall notify the Board of any vacancies.

The Treasurer of the Board shall chair the Ways and Means Committee.

TRUSTEES:

The Library Board shall consist of seven members, at least five city representatives and not more than two rural representatives, recommended by the Board, to be appointed by the mayor and approved by the city council. Each board member shall serve a three-year term and serve no more than two consecutive terms. Unexpired terms shall be filled using normal procedures and shall not apply as a full term.

COMMITTEES:

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

There shall be two standing committees: Personnel and Ways and Means.

The Board President shall appoint the Chairperson of each committee at the annual meeting in July. Each Chairperson will serve a one-year term and will determine the meeting schedule, the number and make-up of their committee members (volunteers from the Friends group, Library Foundation Directors and from the interested public).

QUORUM:

A quorum for transaction of business shall consist of four members of the Board.

LIBRARY DIRECTOR:

The Library Director shall be considered the executive officer of the Library, chief liaison officer to the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall issue all notices of regular and special meetings of the Board of Trustees. The Library Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings except those at which his, or her, appointment or salary is to be discussed or decided. The Library Director or designee shall act on behalf of the city treasurer and have authority to use petty cash for minor expenses necessary and must account for the petty cash account monthly to the board and to the city treasurer. The Library Director shall at the end of the month present statements, which have been authorized by the Board, to the city treasurer for payment.

ORDER OF BUSINESS:

Roberts' Rules of Order shall govern the Board in all cases to which they are applicable.

AMENDMENTS:

These By-laws may be amended at any regular meetings of the Board with a quorum present, by the unanimous vote of the members present, providing the amendment was stated in the meeting agenda.