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Wellman Scofield Public Library **BY LAWS**

I. LIBRARY BOARD (see also City of Wellman Ordinance Chapter 21.02)

A. Membership

1. All Trustees must be residents of the City of Wellman except for the rural representatives who must be residents of Washington County. All Trustees must be over the age of eighteen.
2. The Board of Trustees consists of five resident members and two rural members.
3. Resident Trustees are appointed by the mayor with approval of the City Council. Nonresident Trustees are appointed by the mayor with approval of the County Board of Supervisors.
4. Appointment to the Board shall be for a six-year term except to fill a vacancy. Each term shall commence on the date of the first meeting following appointment. Terms shall begin and end with the opening and closure of the fiscal year.
5. Appointments shall be made every two years. Terms shall be staggered so that no more than four Trustees are new at any one time.
6. Tenure shall be limited to two successive six-year terms, with reappointment permissible following a two-year period of non-service. If a Trustee completes someone else's unexpired term, three or more years shall be construed as one term for tenure purposes.
7. The position of any Trustee shall be vacant if he or she resigns, moves away, or is absent from three consecutive Board meetings except in case of illness or temporary absence from the community. Vacancies on the Board shall be filled according to I.A.3., and the new Trustee shall complete the unexpired term.

8. A Trustee shall receive no remuneration for serving as a library trustee.

B. The general powers and duties of the Wellman-Scofield Public Library Board are outlined in Ordinance Chapter 21, City of Wellman, Iowa.

C. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified librarian; abiding by the guidelines set forth by the Equal Opportunity Act of 1972.
2. Cooperating with the librarian in determining and adopting written policies to govern the operation and program of the library including personnel policies, and policies governing the selection of library material, supplies, and equipment.
3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
4. Assisting in the preparation of, and seeking adequate support for, the annual budget.
5. Developing long-range goals for the library, and working toward their achievement.

II. OFFICERS

A. The officers of the Board shall consist of a President, a Vice-President and a Secretary. Their terms of office will be for two years. Officers shall be elected every other year in odd numbered years at the Annual Meeting in July, and will hold office until their successors are elected and installed. Officers may hold office only two consecutive terms.

B. Duties of officers are:

1. President - preside at all meetings, appoint committees and perform such duties prescribed by law, or which usually pertain to the office.

2. Vice-President - perform the duties of the President in the absence of the President.
3. Secretary - record and maintain official records of the Board.

III. MEETINGS

A. Regular meetings shall be held every month, the date, time and place to be determined by the Board.

B. The Annual Meeting will be held in July each year. At this meeting (during odd-numbered years), the Board shall elect a President, Vice-President, and a Secretary. In addition, at this same meeting (or the next), one or more members of the Board shall be appointed to work with the Librarian in the following areas:

1. Budget
2. Policies
3. Materials Selection
4. Maintenance
5. Technology
6. Long Range Planning
7. Historian (reporter)

C. Every three years at the February meeting, the Board shall review the policies and bylaws of the Wellman-Scofield Public Library, and update said policies as needed.

D. At the November meeting, the Board shall annually evaluate the Librarian and make any recommendations that the Board deem advisable.

E. Special meetings may be held at any time at the call of the President or Secretary, or at the call of any two Trustees, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

F. A quorum for the lawful transaction of business shall consist of one over half the full membership of the Board.

G. Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

H. An agenda for Board meetings shall be prepared by the Librarian in cooperation with the President of the Board.

I. All regular meetings shall follow the following general agenda. The public shall have the opportunity to address the Board when new business is discussed.

1. Call to Order
2. Roll Call
3. Reading and approval of minutes of previous meeting
4. Correspondence and communications
5. Financial report and approval of expenditures
6. Report of the Librarian
7. Committee reports
8. Unfinished business
9. New business
10. Adjournment

IV. COMMITTEES

A. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require. Each committee shall be considered to be discharged of responsibility upon completion of the purpose for which it was appointed after the final report is made to the Board.

B. All committees shall make a progress report to the Board at each of the meetings, unless said committee has been inactive.

C. No committee will have other than advisory powers, unless by suitable action of the board it is granted specific power to act.

D. Standing committees include: Budget; Policies; Materials Selection; Maintenance; Technology; Long Range Planning; and a Reporter.

V. LIBRARIAN

A. The Librarian shall be the executive director of the policies adopted by the board. Among those duties are:

1. To select the library materials, books, magazines, pamphlets, etc.
2. To maintain and operate the physical plant.
3. To inform the Board continually and completely regarding the finances, public services, personnel, collection, and other developments, changes, and problems of the library.
4. To attend all Board meetings.
5. To draft proposed budget for use by the Budget Committee and Board of Trustees.
6. To prepare an annual report for the City Council, the State of Iowa and the regional library service area.
7. To issue notice and prepare the agenda for Board meetings in conjunction with the Board President.
8. To carry out any other duties assigned by the Board of Trustees.

VI. AMENDMENTS TO BY-LAWS

A. Amendments to these Bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the board in advance of the meeting.