

# **Fort Dodge Public Library Board of Trustees Bylaws**

## **Library Board**

According to the requirements of Ordinance 2.64.020, City of Fort Dodge, the Library Trustees of the Fort Dodge Public Library shall consist of five members to be appointed by the Mayor, with the approval of the City Council.

## **Qualifications**

All members of the Board shall be bona fide citizens and residents of the city, except one nonresident member who must be a bona fide citizen and resident of Webster County, and all shall be over the age of eighteen.

## **Organization**

All appointments to the Board shall be for five (5) years, except to fill vacancies, with terms normally commencing on July 1. Trustees shall be subject to a two (2) term limit.

Vacancies in the Board due to resignation during the year shall be filled by appointment of the Mayor, with the approval of the Council. The new Trustee shall fill out the unexpired term and this time shall not be considered as a term for the two (2) term limitation if the appointment occurs with less than half of the unexpired term remaining.

Trustees shall receive no compensation for their services.

## **Powers and Duties**

The Board shall exercise its powers and duties as follows:

- Employ a competent and qualified Library Director
- Evaluate the performance and effectiveness of the Director in fulfilling their duties and responsibilities on an annual basis
- Determine and adopt written policies to govern all operations and programs of the Library, in consultation with the Director as necessary
- Report to and cooperate with other public officials, boards, and Fort Dodge and Webster County residents in support of a good public relations program within the community
- Approve the annual budget and seek support for library operations and special projects
- Participate in the development of a long-range plan for the Library and work toward the achievement of this plan
- Accept gifts and approve all library expenditures
- Participate in development training opportunities each year in accordance with the State Library of Iowa's *In Service to Iowa Public Library Standards*
- Make a recommendation to the Mayor when a Board vacancy occurs

## **Officers**

The officers of the board shall consist of a President, a Vice-President and a Secretary.

An individual's term of office shall be for one year. Officers shall be elected at the June board meeting and installed at the annual meeting in July. Officers may succeed themselves in office, provided that none serves more than two consecutive terms in the same office.

The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

## **Meetings**

Regular meetings shall be held monthly in the Library's Board room, time and date to be determined by the Board at the annual meeting each year.

The annual meeting will be held in July each year.

Special meetings may be held at any time at the call of the President or at the call of any two members of the Board, or upon recommendation of the Library Director, provided that notice is given to all Trustees and local media at least 24 hours in advance of the special meeting.

A quorum at any meeting shall consist of three or more members. Attendance by one or more members via conference call or video conferencing software shall be acceptable to ensure a quorum.

Order of Business (or at the discretion of the Board President):

- Call to Order/Determination of Quorum
- Agenda Approval
- Approval of Minutes
- Comments/Questions from the Public
- Bills & Financial Reports
- Communications/Board Education
- Committee Reports
- Director's Report
- Old Business
- New Business
- Adjournment

An agenda for Board meetings shall be prepared by the Library Director, in cooperation with the President of the Board, at least 24 hours before the meeting. Other Trustees may place items on the agenda at least 24 hours before the meeting.

All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda no later than 24 hours before the time established for the meeting. The request must be directed to the Board President or Library Director.

An informal parliamentary procedure is used, roughly based on Roberts Rules of Order where convenient. The Board President or presiding officer shall in all cases be free to vote, make motions, and enter discussion at any point.

### **Committees**

The Board President may appoint special committees of two members as needed.

### **Amendments to Bylaws**

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to members of the Board at least 24 hours before the meeting.

Approved 88  
Amended 9/90, 6/91, 4/04  
Amended 2/27/2012  
Amended 01/26/2015  
Amended 01/23/2019  
Amended 12/27/2021  
Amended 05/28/2024