

By-laws of the Atlantic Public Library Board of Trustees

Article 1: Name

The name of this library shall be Atlantic Public Library.

Article 2: Board of Trustees

The Board of Library Trustees, referred hereafter as the Board, shall consist of nine (9) members appointed as provided in the city ordinances. "All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger terms."

"The position of any Trustee shall be vacated if such a member moves permanently from the City and shall be deemed vacated if such member is absent from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City." Each library trustee is encouraged and expected to attend all library board meetings.

Article 2A: Board Purpose and Authority

The Board is an autonomous organization within the structure of the City of Atlantic. By Iowa law the Board has complete authority over the line-item library budget once it is approved by the City Council. The City has approval of the bottom line only within the library budget. The Board recognizes the importance of the library within the structure of the City of Atlantic and seeks support and cooperation at every opportunity.

The main purposes of the Board are to establish library policy and budget, to hire a Director to administer that policy and budget, and to advocate for the library at all times.

Article 3: Officers

The officers shall be President, Vice-President, and Secretary. All shall be elected by and from the membership of the Board and shall be elected annually at the first meeting of the Board in June of each year. All officers shall take office at the first meeting in July following their election.

The President shall be the chief executive officer of the Board. He/she shall preside over all meetings of the Board. He/she shall see that all orders and resolutions of the Board are put into effect. He/she shall be an ex-officio member of standing committees and shall have the general powers and duties of supervision usually vested in the office of president of any organization.

The Vice-President shall, in the absence or disability of the President, perform all the duties of the President.

The Secretary shall record all the proceedings of the Board, submit the minutes to the Director following the monthly or any special meeting, answer any correspondence, write thank you notes as directed by the President and/or the Director, and perform such duties as the Board may require.

Article 4: Committees

At the first regular meeting in July, the President may appoint standing committees – namely: Finance Committee, Building and Grounds Committee, Public Relations Committee, and Evaluation Committee.

The Finance Committee shall prepare a tentative budget to be submitted for approval of the Board in November or December each year. The Committee shall submit the approved budget to the City Council at the meeting specified by the City Council.

Article 5: Meetings

The regular meeting of the Board shall be held on the second Monday of each month at a time specified by the Board and at a place that is accessible to the public. If the second Monday is a holiday, then the meeting shall be the following night. Special meetings shall be called by the President whenever in his/her judgment they may be necessary or by the request of any two members of the Board.

Transaction of only the business stated in the call will be allowed. The Board shall be given reasonable notice of special meetings. The President or the Director shall give reasonable notice to the available news media of the time and place of regular or special meetings, so public notice can be published 24 hours prior to the meeting according to the Iowa Open Meetings Law.

A closed meeting may only be held in accordance with the Iowa Open Meetings Law. Members of the board should notify the Director or the President by noon of the day of the meeting if unable to attend.

Article 6: Quorum

Five members of the board shall constitute a quorum for the transaction of business.

Article 7: Expenditures

All claims against the Board must be presented at a regular meeting of the Board. The Director shall organize all invoices for payment. Upon approval of said bills by the Board, the President shall sign them, and the Director will submit them to the City Clerk for payment.

Article 8: Library Staff

The Board has the responsibility to hire, evaluate, and dismiss the Director. The Director has the responsibility to hire, evaluate, and dismiss all other library staff members. Through a personnel policy the library board will adopt staff structure, etc.

Article 9: Amendments

Amendments hereto shall be made only at the regular meetings of the board and must be posted at least one month prior to final action on the same.

Article 10: Order of Business:

The order of business will be as follows:

1. Call to order
2. Public comment
3. Approval of minutes
4. Bills & Finances
5. Reports
 - a. President
 - b. Director
 - c. Committee
6. Unfinished business
7. New business
8. Other business
9. Adjournment

In accordance with the Iowa Open Meetings Law, an agenda shall be posted at least 24 hours previous to the meeting at the library and given to the media for publication. The Board shall meet in an area that is open to the public and accessible to all.

Article 11: Procedural Rules

Roberts' Rules of Order, Revised shall be used to conduct all meetings unless otherwise provided in these by-laws or the city ordinance pertaining to the library.

Article 12: Conventions

The Director and board members may attend meetings and/or conventions as approved by the Board with expenses to be paid from the library budget. A report of the meetings shall be given to the Board. Expenses shall include mileage, registration, lodging, and meals. However, the Board may not approve such expenses if they exceed the amount allocated in the budget.

Article 13: Education

The Board knows the importance of staying abreast of library issues and strongly urges board members to attend library meetings and conferences. The Board also encourages membership in the Iowa Library Trustees Association and Iowa Library Association by approving payment of dues for each board member. The Board will pay tuition and travel costs for members of the staff who attend special library courses. Such costs must be approved in advance by the Board.

Article 14: Trustees

Copies of these by-laws shall be given to each member upon his/her first attendance at a board meeting.

Article 15: Custodian of the Records

In accordance with Iowa Code 22.2 and 22.7.13 library records are considered confidential. The Director shall be the custodian of the Atlantic Public Library records.

Adopted: January 1999

Amended: June 2022

Reviewed: 2022