

**Ames Public Library Policy**  
**Section: Administration**  
**Subject: Bylaws, Board of Trustees**

**Board of Trustees**  
**Approved: 3/97**  
**Reviewed: 3/04, 4/05, 4/06,**  
**4/10, 6/10**  
**Revised 3/04, 4/05, 4/06,**  
**4/10, 6/10**

Following are the bylaws of the Ames Public Library Board of Trustees:

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### **Library Board**

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1. In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members. The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on July 1. Trustees are eligible to be reappointed to a second consecutive full term. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.
2. The general powers and duties of the Ames Public Library Board of Trustees are specified in Chapter 15 of the Municipal Code of the City of Ames.
3. The Board will exercise its powers and duties as follows:
  - a. Employ a competent and qualified librarian to serve as Director.
  - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Bylaws. This evaluation will be performed annually by the Director Evaluation Committee of the Board and will be discussed with the Director no later than the May meeting of the Board.
  - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
  - d. Report to and cooperate with other public officials, boards and the Ames community in support of a good public relations program within the community.
  - e. Approve the annual budget and seek adequate support for library operations.
  - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
  - g. Accept gifts and approve all library expenditures.
  - h. Authorize the use of the library by nonresidents of the city.
4. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library.

## Officers

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1. The officers of the Board will be President, Vice President and Secretary, who shall serve terms of one year, and shall be designated the "Executive Committee." Officers may succeed themselves in office, but may serve no more than three terms in the same office. An officer must be a Board member during his/her term in office.
2. At the April meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Board members to prepare a slate of candidates for office. This slate, chosen from the Board members, will be presented to the Board at the May meeting. Additional nominations may be offered from the floor. Officers will be elected and installed at the June meeting, and will hold office until their successors are elected and installed.
3. The duties of the officers are as follows:
  - a. The President will:
    - i. preside at all meetings of the Board
    - ii. appoint all standing and ad hoc committees
    - iii. prepare the agenda for Board meetings
    - iv. serve as Chair of the Executive Committee
    - v. sign the monthly library claims lists prepared by library staff and presented by the Director as an indication of the acceptance by a vote of the Board.
  - b. The Vice President will:
    - i. perform such functions as may be assigned by the President or the Board
    - ii. serve as a member of the Executive Committee
    - iii. perform all the functions of the President in his/her absence or disability
  - c. The Secretary will:
    - i. sign the monthly library claims lists together with the President
    - ii. perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President
    - iii. serve as a member of the Executive Committee

## Meetings

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1. Regular meetings will be held monthly, on the third Thursday of each month, beginning at 7:00 PM Central Time, and held at Ames Public Library, unless otherwise changed by a vote of the Board or Executive Committee.
2. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees.
3. A quorum at any meeting will consist of five (5) or more Trustees.
4. A vote will be decided by a simple majority of the Trustees voting except in the case where other criteria are required by ordinance or statute.
5. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. The agenda will be made available to the public at least twenty-four (24) hours prior to the meeting, by posting or advertising it in places generally available to the public.
7. The order of business for regular meetings shall include but not be limited to the following items:
  - a. Call to Order
  - b. Adoption of Agenda
  - c. Approval of Minutes
  - d. Public Forum
  - e. Consent Agenda
    - i. Library Claims
    - ii. Financial Reports (except at the end of each quarter)
    - iii. Gifts and Donations
    - iv. Hires
  - e. Administrative Staff Reports
  - f. Friends of the Ames Public Library Report
  - g. Ames Public Library Foundation Report
  - h. Policy Review
  - i. Unfinished Business
  - j. New Business
  - k. Trustee Comments
  - l. Adjournment

Note: At the end of each quarter, the Financial Report shall be reviewed and approved by the Board apart from the Consent agenda.

8. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, Iowa Code Chapter 21, and the Ames Public Library Policy on Public Participation. Non-board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated within the agenda.
9. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.

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## **Committees/Board Liaison Appointments**

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1. In addition to the Executive Committee, the President may appoint ad hoc committees as needed. If a committee member is unable to serve, a replacement will be appointed by the President. In July of each year, the President will appoint:
  - a. two (2) Trustees to serve as liaisons with the Friends of the Ames Public Library Board
  - b. two (2) Trustees to serve as representatives to the Ames Public Library Foundation Board of Directors.
  - c. The Executive Committee shall consist of the President, Vice-President, and Secretary. The Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee shall be reported to the full Board at its next regularly scheduled meeting.
  
1. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

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## **The Director**

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1. The Director's duties and responsibilities are detailed the in Director's General Job Duties Policy in the Ames Public Library Policy Manual.
2. The Director is a non-voting, ex-officio member of the Board of Trustees.

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## **Amendments to Bylaws**

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1. 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 the Trustees at least seven (7) days prior to the meeting.