

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

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

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

Library Board

1. In accordance with Ordinance No. 784 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 for a six (6) year period with no reappointment. 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 at a March 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. Prepare and seek adequate support for the annual Library budget.
 - f. Develop 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

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 February 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 current Board members, will be presented to the Board at the April meeting. Nominations for office may then be offered from the floor, after which the Board will vote. Officers will be installed immediately after the election, 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 financial statement presented by the Director as an indication of the acceptance of the statement by the Board
 - vi. serve as liaison for the library staff
 - 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. record and properly file, in permanent form, complete proceedings of each Board meeting (This responsibility may be discharged with the assistance of appropriate library personnel.)
 - ii. send a copy of such proceedings to each Board member prior to the subsequent meeting (This responsibility may be discharged with the assistance of appropriate library personnel.)
 - iii. sign the monthly financial statement together with the President
 - iv. perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President
 - v. serve as a member of the Executive Committee

Meetings

1. Regular meetings will be held monthly, with the date, hour and location being determined by the Board.
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. Public Forum
 - d. Financial Reports
 - 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
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. 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.

Committees/Board Liaison Appointments

1. The President may appoint ad hoc committees as needed. Standing committees must be established by a vote of the Board. If a committee member is unable to serve, a replacement will be appointed by the President. In May of each year, the President will appoint:
 - a. two (2) Trustees to serve as an Arts Advisory Committee, to serve in an advisory capacity to the Board, the Director and Library personnel in the acquisition and acceptance of fine art objects for the Library.
 - b. two (2) Trustees to serve as liaison with the Friends of the Ames Public Library Board.
 - c. two (2) Trustees to serve as representatives to the Ames Public Library Foundation Board of Directors.
 - d. two (2) Trustees to serve as a Budget and Finance Committee. With the assistance of the Director, this Committee prepares the annual general fund budget and regularly reviews private funds and makes recommendations regarding their management. Committee members give policy direction regarding service priorities for personnel, materials, and operations expenditures and for budgeted revenues. Committee members review the capital improvement plan projects and the Library's line-item budget request during the preparation process in September/October and recommend a budget request for Board approval in November. The Budget and Finance Committee members attend the Library's budget hearing with the City Council in February.
2. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

The Director

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.

Amendments to Bylaws

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