

Beaman Community Memorial Library

By-Laws

1. Name and Purpose

- A. The Beaman Community Memorial Library Board of Trustees, hereafter referred to as “The Board,” will comply with the *Code of Iowa* in all questions of library law and governance.
- B. The Board will further comply with the regulations set forth in the city’s library ordinance. The Board’s specific powers and duties are set forth in the library ordinance.

2. Qualifications of Trustees

- A. Three members of the Board shall be bona fide citizens and residents of the city and two shall be bona fide citizens and residents of rural Beaman.

3. Board Meetings

- A. The Board shall meet on the second Wednesday of every month at 5:30 p.m. in the Beaman Community Memorial Library’s (hereafter referred to as The Library) meeting room.
- B. A quorum shall consist of three, of the five total members.
- C. The Board shall comply with Iowa’s Open Meetings law by printing and publicly posting a copy of its meeting agenda **24** hours prior to the meeting.
- D. The board shall record its proceedings as minutes and the librarian shall keep copies of the minutes available for public inspections.
- E. The Director of The Library shall be present and participating at each meeting of The Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of *Roberts Rules of Order*.

4. Officers and Committees

- A. Officers shall be the president, secretary/treasurer and shall be elected in the Annual Meeting in July.
- B. The president shall preside at all meetings and perform all duties of the office. The secretary shall record all proceedings of The Board. The president shall appoint committees as needed.
- C. Officers shall serve a term of two years from the annual meeting at which they are elected and until their successors are duly elected.
- D. Each committee appointed shall act in an advisory capacity and shall report its recommendations to the full Board.

5. Board Terms and Attendance

- A. All appointments to the board shall be for four year staggered terms, with a limit of no more than three full four-year terms for one person. Each term shall commence on July 1.
- B. If a member of The Library Board moves away, misses six meetings in the library's fiscal year or has three consecutive absences without notification, except in the case of illness or temporary absence from the City, they will be replaced by appointment of the mayor.

6. Major Functions

- A. Hire and evaluate the library director
- B. Set salaries and benefits for the library's personnel
- C. Participate in the budget process and secure adequate financial support for the library's operations and services.
- D. Set policies for the library's operations and services
- E. Engage in planning for the library's future.
- F. Ensure that library director and staff participate in training and continuing education.
- G. Participate in board training and educational opportunities.
- H. Ensure The Library's involvement in State Library and Library Service Area initiatives.

Approved 2/14/2018

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