

Bylaws

Van Meter Public Library
505 Grant Street, PO Box 160
Van Meter, IA 50261
(515) 996-2435



-
1. The Van Meter Public Library Board of Trustees, hereafter will be referred to as the Board.
 - a. There shall be five (5) Trustees appointed by the Mayor and approved by the Council for terms of six (6) years. The Board will interview potential Trustees before submitting nominee recommendations to the Mayor. The Board shall consist of four (4) persons from the city and one (1) from the rural area served.
 - b. The Board will comply with the CODE OF IOWA in all questions of library law and governance and 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. The Removal of any Trustee permanently from the municipality or his/her absence from six (6) consecutive regular meetings of the board, except in cases of sickness or temporary absence from the municipality, without due explanation of absence, shall render his/her office as trustee vacant.
 3. In the event a Trustee vacates their office before the end of their term on the Board, a replacement shall be appointed by the Mayor with approval by the Council. Such appointees shall fill out the rest of the unexpired term for which the appointment is made.
 4. The Board shall meet the third (3rd) Wednesday of each month at 6:00 p.m.
 5. The Board shall meet in the Library or City Hall, unless posted differently.
 6. The President or Vice President and the Library Director shall prepare the agenda. At least 24 hours before the meeting, the agenda will be posted, and copies delivered to each Trustee.
 7. If emergency business arises, the President or Vice President is responsible for scheduling a special meeting and notifying the Trustees.
 8. Three (3) of the five (5) Trustees must be present to be considered a quorum.
 9. Duties and Powers of the Officers:

- a. President
 - i. Plan the meeting with input from the Library Director.
 - ii. Preside at and facilitate the meeting.
 - iii. Function as a liaison between the Board members, Director, and the Council.
 - iv. Act as a team builder.
 - b. Vice President
 - i. Serve as backup for the Board President.
 - ii. Remain current on library business and Board operations.
10. City, County, and State reports are filed and readily available.
11. The By-Laws may be amended by a simple majority vote of the Trustees during a meeting with a quorum.
12. The business meeting shall follow its posted agenda and Roberts Rules of order.
13. The Board members shall notify the library staff if unable to attend a meeting.
14. The Board shall record its proceedings as minutes and shall keep copies available for public inspection.
15. Major functions of the Board:
- a. Hire and evaluate the Library Director.
 - b. Set salaries and benefits for library 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 the 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.

Adopted: September 29, 1986

Reviewed/Revised: 1996

Reviewed/Revised: 2006

Reviewed/Revised: 2012

Reviewed/Revised: 2016

Reviewed/Revised: October 23, 2017