

**Clinton Public Library**  
**By-Laws of the Board of Trustees**

Adopted July 22, 1902

Revised April 13, 1994, December 11, 2002

Reviewed November 9, 2004, Oct. 2007.

Revised July 10th, 2012

Revised August 14th, 2012

Reviewed December 8th, 2015

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Revised, February 13, 2018

**Article I Name**

Section 1. The name of the Board of Trustees of this public library, appointed pursuant to Clinton Municipal Code 3.56, under which it may acquire or convey property, contract, sue or be sued, or perform any other official act, shall be the Board of Trustees of the Clinton Public Library. The Board derives its powers from Section 392.5 Code of Iowa and other relevant sections.

**Article II Government**

Section 1. Pursuant to the requirements of the Clinton Municipal Code, the Board of Trustees of the Clinton Public Library shall consist of nine members, three of which are appointed by the Mayor with the approval of City Council every two years. The appointment is for a six year term. No Board member shall serve more than two full consecutive terms.

Section 2. The Board shall appoint and fix the salary of the Director who shall execute the policies adopted by this board. Among the Director's duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties; the submitting to the board of monthly and annual reports; and recommendations to the Board of such policies and procedures as in the opinion of the Director will promote the efficiency of the library in its service to the people of the city. The Director shall attend all meetings of the board and all committees unless otherwise excused by the Board. The Board shall set salaries, after considering the recommendations of the Director.

**Article III - Meetings**

Section 1. Regular meetings shall be held on the second Tuesday of each calendar month at the Clinton Public Library and at such other time and place as the board may determine.

Section 2. Special meetings may be held at any time at the call of the President or at the call of any two members of the board, provided that written notice thereof be given to all trustees at least twenty-four hours in advance of the special meeting.

Section 3. A quorum at any meeting shall consist of five or more trustees.

Section 4. Members of the Board may participate in regular or special meetings by, or through the use of, any means of communication allowing all participants to simultaneously hear each other, such as teleconference or videoconference. If a meeting is conducted by such means, the presiding Officer shall inform all participants at the commencement of such meeting that a meeting is taking place at which official business may be transacted. Any participant in a meeting by such means shall be deemed present in person at such meeting.

Section 5. According to section 3.56.050 of the Clinton Municipal Code, any trustee absent from three consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city; or moves permanently from Clinton, shall be removed from the Board and the position vacated. The vacancy will be filled by the Mayor with the approval of City Council, and the new trustee shall fill the unexpired term.

Section 6. The Director, in collaboration with the President of the Board, shall prepare an agenda for each meeting. The order of business will be:

1. roll call
2. action on minutes of the previous meeting
3. claims approval
4. committee reports
5. report of director
6. old business
7. new business
8. good of the order (communications & petitions etc.)

Section 7. The latest edition of Robert's Rules of Order shall govern the parliamentary procedure of the board.

#### **Article IV - Officers**

Section 1. The officers of the Board of Trustees shall be President, Vice-President, and Secretary elected in January of each year. The officers shall assume office at such time and shall serve a term of one year, and until their successors are elected. No trustee shall be elected President of the Board for more than two successive terms. A vacancy in any office may be filled at any regular meeting for the balance of the term.

Section 2. The duties of the President shall be to preside at all meetings of the Board, to appoint all committees and committee chairs, unless otherwise directed by the Board, and to perform such duties as are generally required of the office.

Section 3. The duties of the Vice-President shall be, in the absence of the President, to perform the President's duties.

Section 4. The Secretary shall assure a record is kept of the proceedings of the Board, and shall perform the duties which usually pertain to this office. In the absence of the President and Vice-

President, the Secretary shall perform the President's duties. When the Secretary is absent from a meeting, the Board shall choose a Board member, who is present, to serve as Secretary Pro Tempore.

## **Article V - Standing Committees**

Section 1. The Board of Trustees of the Clinton Public Library may have such committees, standing or otherwise, as may be determined from time to time by the trustees. Each committee shall have and exercise such authority as may be conferred upon it by the trustees. The standing committees shall have three or more members on each committee.

Section 2. The membership of any committee shall be designated by the President or presiding officer at the February meeting each year, or as necessary during the year. The President is an ex-officio member of any committee of which he/she is not a regular member.

Section 3. The following are standing committees of the Board:

A. **Building Committee:** This committee will generally handle all matters relating to construction, alteration, repairs, heating and lighting of the libraries. Said committee shall make recommendations and reports to the Board of Trustees on matters of property and buildings at such times as are requested by the Board.

B. **Finance Committee:** This committee shall, in conjunction with the Director, prepare the annual budget and any necessary revisions for the approval of the Board. All outside audits will be reviewed. The finance committee will report from time to time to the full Board.

C. **Library Committee:** This committee will be responsible for the internal programming and public relations of the Clinton Public Library. The Library Committee will annually review the Long Range Plan of the library, and will submit to the Board their recommendations for review. This committee will report to the full Board as needed.

D. **Personnel Committee:** This committee shall work closely with the Director of the Clinton Public Library in developing and recommending personnel policies with regard to staff positions, salaries and benefits. In addition, this committee will conduct an annual review of the Director. This committee shall also review any grievances from personnel that cannot be handled internally. The Personnel Committee will report to the full Board as needed.

E. **Community Relations Committee:** This Committee shall recommend to the Library Director and the Board of Trustees ways in which the citizens of Clinton can be made more aware of the services that are available to them at their public library. The committee shall also be responsible for locating sources of revenue for library projects and initiating the process of writing requests for grants.

## **Article VI – Claims**

Section 1. All claims against the library must be presented and approved by the Board of Trustees before payment.

Section 2. All claims approved by the Board are to be paid from the library fund by orders drawn on the City Treasurer, signed by the Library Director, President and Secretary.

#### **Article VII – Amendments**

Amendments to these by-laws must be presented in writing and read at a regular meeting of the Board, but action must be postponed until the next meeting of the Board. Amendments may be adopted at any subsequent meeting by a majority vote of the Board. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the trustees present at any properly convened meeting. The subsequent vote shall be recorded as to yeas and nays in the official record.