

**DRAKE COMMUNITY LIBRARY
BYLAWS**

Drake Community Library is established and governed by Chapter 22 of the Municipal Code, City of Grinnell, Iowa, a copy of which is attached hereto. See Appendix 1.

Pursuant to the powers and duties specified by said ordinance, the Board of Trustees of Drake Community Library enacts the following as its Bylaws:

- I. The Board of Trustees of Drake Community Library (hereafter referred to as the Board) shall:
 - A. Employ a Director and remove, by a two-thirds vote of the Board, the Director for misdemeanor, incompetence or inattention to duty.
 - B. Set and adopt, in cooperation with the Director, written rules and regulations to govern the operation and program of the library including personnel policies and policies governing the selection of library material, supplies and equipment.
 - C. Report to and cooperate with other public officials, boards, and the community as a whole to support a public relations program for the library.
 - D. Develop long-range goals for the library and work toward their achievement.
- II. Limitation on terms: A trustee may serve no more than two consecutive full terms.
- III. Officers:
 - A. The officers of the Board shall consist of a President, a Vice President and a Corresponding Secretary. Their terms of office shall be for one year coinciding with the fiscal year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than three terms in the same office.
 - B. The duties of all officers shall be those customarily assigned to the offices but may be modified by the Board. The President shall be, ex-officio, a member of all standing committees.

IV. Meetings:

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the library's meeting room or such other place as the Board may determine.
- B. The Annual Meeting for the purpose of electing officers shall be held in June each year.
- C. Special meetings may be held at any time at the call of an officer of the Board, the Director, or at the call of any two members of the Board, provided that notice thereof be given to all trustees at least 24 hours in advance of the special meeting or by telephone call in case of emergency.
- D. A quorum at any meeting shall consist of four or more trustees.
- E. Order of business:
 - Roll call
 - Approval of the agenda
 - Approval of minutes of previous meeting
 - Communications
 - Report of the Director
 - Financial report and approval of expenditures
 - Committee reports
 - Old business
 - New business
 - Adjournment
- F. An agenda for Board meetings shall be prepared by the Director in cooperation with the President of the Board. At a minimum the Director shall provide Trustees with supporting documents relating to all non-routine business at least 48 hours prior to the meeting for which it is scheduled.
- G. All meetings of the Board shall be held in accordance with the Iowa Open Meetings Law and are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to an officer of the Board, or to the Director.

H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

V. Committees:

A. The President shall appoint members of the Board to the following standing committees for a period of one year coinciding with the fiscal year:

Building and grounds

Finance and salary

Long range planning

Personnel

Policy

B. The duties of each standing committee shall be such as are associated with its name or as shall be committed to it by action of the Board.

C. The President may create such special committees as may be needed from time to time.

VI. The Director:

A. The Director is authorized to employ, fix compensation within the limits of the salary schedule, and terminate such assistants and employees for misdemeanor, incompetence, or inattention to duty as may be necessary for the proper management of the library, provided that the assistant or employee may have his or her termination reviewed by the Board at either the regular meeting immediately following the termination or at a special meeting.

B. The Director is authorized to select and make purchases of books and other library materials, electronic resources, furniture, fixtures, and supplies for the library within budgetary limits set by the Board.

C. The Director shall implement the policies adopted by the Board. The duties and responsibilities authorized by the Board shall include:

1. To maintain and operate the physical plant.

2. To train, recommend and permit through released time the attendance of staff at professional meetings and to assign members of the library staff to perform such duties as deemed necessary.
 3. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
 4. To attend all meetings of the Board except for those at which the tenure or salary of the Director is to be discussed or decided.
 5. To provide for the care, use, governance, and management of the library, the Director shall recommend to the Board such rules and regulations as, in the opinion of the Director, will promote the efficiency of the library in its service to the people of the community.
- VII. The Youth Services Director shall act as Director in the absence of the Director and shall perform such duties as may be assigned by the Director.
- VIII. The Library Bill of Rights as stated by the American Library Association is incorporated in these Bylaws of Drake Community Library. See Appendix 2.
- IX. The Drake Community Library Circulation Policy is incorporated in these Bylaws. See Appendix 3.
- X. The Drake Community Library Materials Selection Policy is incorporated in these Bylaws. See Appendix 4.
- XI. The Board shall adopt rules and regulations for the care, use, governance and management of the library. Such rules and regulations shall not be inconsistent with Chapter 22 of the Municipal Code, City of Grinnell, Iowa, laws of Iowa and these Bylaws.
- XII. Amendments to these Bylaws may be adopted at any regular meeting of the Board, provided that written copy of proposed amendments is given to all members of the Board in advance of the meeting.

XIII. These Bylaws supersede all previous Bylaws of Drake Community Library of Grinnell, Iowa, which are hereby declared null and void.

Reviewed 7/09

Revised 12/13

Revised 05/15

Revised 05/19

 **CHAPTER 22**
LIBRARY BOARD OF TRUSTEES

22.01 Public Library	22.07 Nonresident Use
22.02 Library Trustees	22.08 Expenditures
22.03 Qualifications of Trustees	22.09 Annual Report
22.04 Organization of the Board	22.10 Injury to Books or Property
22.05 Powers and Duties	22.11 Theft
22.06 Contracting with Other Libraries	22.12 Notice Posted

 **22.01 PUBLIC LIBRARY.**

The public library for the City is known as the Stewart Library. It is referred to in this chapter as the Library.

 **22.02 LIBRARY TRUSTEES.**

The Board of Trustees of the Library, hereinafter referred to as the Board, consists of seven resident members. All members are to be appointed by the Mayor with the approval of the Council.

 **22.03 QUALIFICATIONS OF TRUSTEES.**

All members of the Board shall be bona fide citizens and residents of the City. Members shall be over the age of eighteen (18) years.

 **22.04 ORGANIZATION OF THE BOARD.**

The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any Trustee shall be vacated if such member moves permanently from the City and shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

22.05 POWERS AND DUTIES.

The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Vice President, a Secretary, and such other officers as it deems necessary. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a Library Director, and authorize the Library Director to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the Library Director, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the Library Director, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Purchases. To select, or authorize the Library Director to select, and make purchases of Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

(Code of Iowa, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. Historical Associations and Other Entities. To have authority to make agreements with historical associations and other entities where such exist, and with other relevant persons and organizations, and to set apart the necessary room and to care for such articles as may come into the possession of such association or other entity. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

22.06 CONTRACTING WITH OTHER LIBRARIES.

The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

(Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five percent (5%) in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than

forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

22.07 NONRESIDENT USE.

The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

22.08 EXPENDITURES.

All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board.

(Code of Iowa, Sec. 384.20 & 392.5)

22.09 ANNUAL REPORT.

The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of items added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

22.10 INJURY TO BOOKS OR PROPERTY.

It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any library materials or other property belonging to the Library.

(Code of Iowa, Sec. 716.1)

22.11 THEFT.

No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

(Code of Iowa, Sec. 714.1)

 **22.12 NOTICE POSTED.**

There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)

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I. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

DCL By-Laws Appendix 3 – See policy statement “Circulation”

DCL By-Laws Appendix 4 – See policy statement “Material Selection Policy”