



## Delhi Public Library Bylaws

### APPOINTMENT, ORGANIZATION, POWERS and DUTIES:

- The Board of Trustees of the Delhi Public Library (herein known as the Board) shall be governed in accordance to the City Code of Delhi, IA 5-1-1 through 5-1-11.
  - The board shall consist of 5 members with at least 1 being a non-resident of the City of Delhi.
  - The board shall record all proceedings as minutes and shall keep copies.
  - A quorum for all transactions of business shall consist of three members.
  - The director of the Delhi Library shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under direction of the Board. The library director will not have a vote on transactions acted on by the Board.
- I. OFFICERS:
- Officers of the Board shall be president, vice president and secretary.
  - The president of the board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of presiding officer.
  - The vice president shall preside in the absence of the president.
  - The secretary shall keep a true and accurate account of all proceedings of the board.
- I. MEETINGS:
- The regular monthly meeting of the Board shall be held in the library during the first week of each month at a date and time agreeable to a majority of the Members.
  - Special meetings may be called by the president or upon the request of member for the transaction of business stated in the call for the meeting.
  - Notice of all meetings and agenda for each shall be posted in a public place at least 24 hrs. prior to the meeting in compliance with the Open Meeting Law, Iowa Code, Chapter 21.
- II. BOARD FUNCTION:
- Hire and evaluate the library director.
  - Set salaries and benefits.
  - Participate in the budget process and secure financial support for the library's operations.
  - Set library policy.
  - Plan for the future of the library.

- Ensure the library's involvement in the State Library and Library Service Area initiatives.
- Be an advocate for the library throughout the community.

III. BOARD TERMS:

- All appointments to the board shall be for six (6) years, except to fill vacancies.
- Each term shall commence on July 1<sup>st</sup>.
- Appointments shall be made every two (2) years of one-third the total number as near as possible, to stagger the terms.

IV. VACANCIES:

- The position of any trustee shall be vacant if he moves permanently from the city (or county in the case of a nonresident county member); or if he 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 by appointment of the mayor, with approval of the council or the board of supervisors in the case of the nonresident member, and the new trustee shall fill out the unexpired term for which the appointment is made.

These bylaws may be amended at any meeting of the Board with a quorum, by unanimous vote of the members present.

|                        |                                  |                          |
|------------------------|----------------------------------|--------------------------|
| Date Revised: 1-5-15   | Lori Schulte Trenkamp /president | Robert J. King/secretary |
| Date Revised: 10-10-17 | Karen Seibert/President          | Robert J. King/Secretary |
| Date Revised: 1-8-2019 | Karen Seibert/President          | Robert J. King/Secretary |