



BONDURANT COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES BYLAWS

I. NAME AND PURPOSE

- A. The Bondurant Community Library Board of Trustees hereafter referred to as the Board.
- 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 Chapter 22 of the City of Bondurant's ordinance. The Board's specific powers and duties are set forth in the library ordinance.

II. BOARD MEETINGS

- A. The Board shall meet monthly, on the first Wednesday of every month at 6 PM at the Bondurant Community Library.
- B. Attendance policy for Library Board meetings is provided in the City of Bondurant Ordinance, Chapter 22.04
- C. The President or Library Director may call special meetings whenever they may be deemed necessary. Notice of the meeting shall be given in accordance with Chapter 28A of the Code of Iowa and shall be given to all Trustees 24 hours in advance of the special meeting.
- D. A quorum shall consist of 4 members (from its total membership of 7 trustees).
- E. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the scheduled time of the meeting. This request may be directed to the President, Secretary, or to the Library Director.
- F. A person wishing to address the Library Board of Trustees will be limited to five minutes speaking. Unless, additional time is granted by the Board President or a majority of the Library Board present. The Board will listen, but will not respond during the meeting to those who speak during an open

forum. If response is needed, the item will be placed on the next Board agenda for consideration.

- G. The Library may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the Board complies with all the following:
1. The Board provides public access to the conversation of the meeting to the extent reasonably possible.
 2. The Board complies with section 21. 4 of the Iowa Code. For this purpose the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
 3. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.
 4. A meeting conducted in compliance with this section shall not be considered in violation of Chapter 21.8 Iowa Code.
 5. A meeting by electronic means may be conducted without complying with paragraph “1” of subsection E if conducted in accordance with all of the requirements for a closed session contained in section 21.5 of Iowa Code.
- H. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- I. The Director and/or Assistant Director of the Bondurant Community Library shall be present and participating at each meeting of the Board.
- J. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert’s Rules of Order.
- K. The Library Director shall be the executive director of the Library.
- L. The Order of business shall be:
- Roll Call
 - Call to order
 - Guests present

- Perfecting and approving the agenda
- Approval of Consent Agenda
 - Minutes of past meetings
 - Financial Report
 - Approve the warrant list/authorize expenditures
 - Staff Report
 - Directors Report
 - Statistics
- Public Comments
- Library Foundation Report
- Friends of the Library Report
- City Council Liaison Report
- Old Business
- New Business
- Board President items
- Adjournment

III. Officers and Committees

- A. Officers shall be the Board President, Vice President, and Secretary and shall be elected annually at the January meeting for the year.
- B. Officers may hold a maximum of three terms, of the same office, consecutively.
- C. The President shall preside at all meetings, appoints all committees, and generally performs all duties associated with the office. In the absence of the President, the Vice President shall assume the President's duties. The Secretary shall record all proceedings of the Board.
- D. The President shall appoint committees as the need arises. The Committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report has been made to the Board.

E. Committees shall be active as needed, appointed by the President and consist of the following:

Personnel Committee

Budget & Finance Committee

Public Relations Committee

The president as needed shall appoint ad hoc committees.

F. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

IV. MAJOR FUNCTIONS

- Hire, set salary, and benefits for the library director, and evaluate the Library Director at least annually.
- Participate in the budget process and secure adequate financial support for the library's operations and services.
- Set policies for the library's operations and services.
- Engage in planning for the library's future.
- Ensure library director and staff participation in training and continuing education.
- Participate in Board training and educational opportunities.
- Ensure the library's involvement in Iowa Library Services initiatives.

V. AMENDMENTS

A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present, providing the amendment was proposed one month previous to final action on the same.

Adopted by the Bondurant Community Library Board of Trustees

12/05/2002

Revised: 11/3/2005, 09/06/2012, 02/06/2014, 01/07/2015, 05/03/2017, 1/3/2018,
7/2020, 6/1/2022