

Readlyn Community Library Board of Trustees Bylaws

Article I

Name and Purpose

- A. The name of this organization is the Board of Trustees of the Readlyn Community Library, located in Readlyn, Iowa, 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 the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.
- C. The purpose of this organization shall be to provide public library services to the people of Readlyn, rural Bremer county, and visitors in accordance with the laws of the State of Iowa and the mission statements adopted by the Board of Trustees.

Article II

Board Meetings

- A. The Board shall meet on the first Monday of every month at 6:15 PM at the Readlyn Community Library, which can be changed by board approval.
- B. A quorum shall consist of 3 members (from its total membership of 5 trustees).
- C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of the agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Readlyn Community Library shall be present and participating at each meeting of the Board. In the event the Director is unable to attend, he/she will appoint a suitable representative, such as another library employee, at the discretion of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

Article III

Officers and Committees

- A. Officers shall be the Board President, Vice-President, and Secretary.
- B. Officers shall be elected at the July meeting for the following fiscal year.
- C. The President shall preside at all meetings, authorize and appoint all committees, and generally perform all duties associated with the office. The Vice-President shall assist the President in directing the affairs of the Board and act in the President's absence. The Secretary shall record all proceedings of the Board.

The Director shall submit all bills to City Clerk to be drawn from library funds, and shall make monthly reports to the Board showing in detail the amount of investment of, and income and disbursements from the funds in his or her charge. The Board shall review all monthly financial reports for accuracy. All checks will be co-signed by two Board members, ideally the President and Secretary. (Ordinance 21.08 Expenditures)