

**CARTER LAKE PUBLIC LIBRARY
BOARD BY-LAWS**

I. Name & Purpose

This organization shall be called “The Board of Trustees of the Edward F. Owen Memorial Library” existing by virtue of the provisions of **Ordinance 115** of the City of Carter, Iowa and exercising the power and authority and assuming the responsibilities delegated to it under the said ordinance.

II. Membership

1. A Board shall consist of seven (7) members of the Carter Lake community. They will be appointed by the Mayor to serve a six year term, and will be approved by the City Council.
2. Should any Board member cease to be a resident, notice shall be given to the Mayor. Such vacancy shall be filled as provided in (A).
3. It is the duty of the trustee to assume full responsibility as a Board member. If unable to attend meetings regularly and complete duties, a trustee should resign so that an active member can be appointed.

III. Officers

1. The officers of the Board shall be chosen at the annual June meeting of the Board of Trustees and shall be as follows: President, Vice-President, and Secretary elected from among the appointed trustees.
2. Officers shall serve a term of three (3) years from the annual meeting at which they are elected and until the successors are duly elected.
3. The President shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties and functions associated with that office.
4. The Vice-President, in the event of the absence or inability of the President, or of a vacancy in the office, shall assume and perform the duties and functions of the President.
5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office. In the absence or inability of the Secretary, such other members of the Board shall perform his/her duties as the Board may designate.
6. The City Clerk of Carter Lake shall act as the Treasurer of the Board, and shall disburse

funds upon the order of the Board.

IV. Meetings

1. The regular monthly meeting of the Edward F. Owen Memorial Library Board of Trustees shall be the second Monday of the month. The date may be changed by a vote of the Board. The President of the Board or a majority of members may call special meetings at any time. The Library Director shall post all notices of all meetings no later than 24 hours before a meeting. The Board shall comply with the Iowa Code and Iowa Open Meetings Law.
2. The annual meeting, which shall be for the purpose of the election of Officers and the adoption of an annual report, shall be held at the time of the regular meeting in June of each year.
3. The order of business for regular meetings shall include, but not limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:
 - A. Roll Call of Members.
 - B. Public Presentation to or discussion with the Board.
 - C. Disposition of Minutes of previous regular meetings and any intervening special meetings.
 - D. Financial Report of the Library as reported by the City Clerk.
 - E. Action on Bills.
 - F. Progress and Service Report of Director.
 - G. Committee reports.
 - H. Communications.
 - I. Unfinished Business.
 - J. New Business.
 - K. Adjournment.
4. Conduct of meetings: Roberts' Rules of Order shall govern proceedings of all meetings.

V. Library Director and Staff

The Library Board of Trustees shall appoint a Library Director who shall have sole charge of the administration of the library under the direction and review of the Board, subject to the job description set by the Board. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of staff, for the efficiency of the Library's service to the public and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings, but be excused from the parts of those at which the Director's evaluation or is to be discussed.

VI. Committees

1. The President shall appoint committees of one or more members for such specific

purpose of business as the Board may require time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final report is made to the Board.

2. All committees shall make a progress report to the Board at each meeting. 3. No committee will have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

VII. General

1. The presiding officer may vote upon and may move or second a proposal before the Board.
2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been posted at least fifteen (15) days prior to the meeting at which such action is proposed to be taken.
3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds (5) of those present shall so approve.
4. All meetings of the board are open to members of the public who wish to observe. Non Board members who wish to address the Board shall request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President or the Library Director.

Revised July 2022
Amended September 2024