

**Clarion
Public
Library**

Bylaws of The Board of Trustees

I. The Board

- A. The Board of Trustees of the Clarion Public Library, comprised of five members, is established by municipal ordinance Chapter 22.
- B. The powers and duties of the Board of Trustees are detailed in the ordinance.
- C. The Board of Trustees shall exercise its powers and duties by:
 - 1. Employing a competent and qualified Director;
 - 2. Cooperating with the Director in determining and adopting written policies;
 - 3. Reporting and cooperating with other public officials, boards, and the community as a whole;
 - 4. Assisting in the preparation of the annual budget;
 - 5. Developing long-range goals for the library and working toward their achievement;
 - 6. Overseeing expenditures and the expenditures shall be paid only on orders of the board. Two signatures of Board members are required.

II. Officers

- A. The officers of the Board shall consist of a President, a Vice President and a Secretary.
- B. The terms of office shall be for six years, except to fill vacancies, commencing on July 1.
- C. The Board shall consist of four members who are bona fide city residents and one rural Wright County member who represents rural county users.

III. Meetings

- A. Regular meeting shall be held on the second Monday of every month at 5:15 p.m. in the library's meeting room.
- B. Special meetings may be held at any time at the call of the President or any two members of the board, provided that notice thereof be given to all trustees and the public at least 24 hours in advance of the special meeting.
- C. A quorum at any meeting shall consist of three or more members.

- D. Notice of time, place and date of Board meetings and the tentative agenda will be given as required in Chapter 21 of the Code of Iowa. Notice will be posted 24 hours in advance.
- E. All meetings of the Board are open to members of the public. All closed meeting of the board will conform to the requirements of Chapter 21.5 of the Code of Iowa.
- F. Roberts Rules of Order Revised shall govern the parliamentary procedure of the Board.
- G. Regular meeting attendance is important. A trustee who is absent for six consecutive regular meeting, except in the cases of sickness, shall have vacated the position as detailed in the ordinance.

IV. Committees

The board may appoint such special committees as may be needed from time to time.

V. Director

- A. The Director is appointed by the Board and evaluated annually.
- B. The Director shall be considered the executive officer for the Board and shall have the sole charge of administering the library under the direction and review of the Board.
- C. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of library service and for the operation of the library under the financial conditions set forth in the annual budget.
- D. The Director shall be expected to attend all Board meetings.

VI. Amendments

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

VII. Revision

The by-laws shall be reviewed by the Board and any necessary revisions made every third year.

Revised: January 13, 2020

Adopted by the Clarion Public Library Board of Trustees, July 14, 2015


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The Bylaws of The Board of Trustees are revised and approved by the Clarion Library Board of Trustees.

January 13, 2020

Signed:

	1/13/2020
Thomas D. Lanzetta	1/13/2020
Cindy Riley	1-13-2020
Pam Berry	1-13-2020