

Volga Public Library
Volga, Iowa 52077

BYLAWS

1. LIBRARY BOARD

- a. According to requirements of Title I, Chapter 5, Article 16.02 of the City Code of Volga, the Library Board of Trustees shall consist of five members to be appointed by the mayor with the approval of the City Council. Three Board members will be residents of the city of Volga. One Board member is to be a non-resident, residing in the immediate surrounding rural area. One at large member shall be a resident or a non-resident residing in the immediate surrounding rural area or non-resident who owns a business within the city limits.
- b. The general powers and duties of the Board of Trustees are outlined in Title I, Chapter 5, Article 16.06 of the City Code of Volga.
- c. The Board 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 to govern the operation and programs of the library.
 3. Reporting to and cooperating with public officials, boards, and the community as a whole to support a public relations program for the library.
 4. Assisting in the preparation of and seeking adequate support for the annual budget.
 5. Developing goals for the library and working toward their achievement.

2. OFFICERS

- a. The officers of the Board shall be chairperson, vice-chairperson and secretary. These officers shall be elected annually with the annual term to begin in July.
- b. The duties of all officers shall be those as dictated by custom and law in accordance with their titles.
- c. A board position shall become vacant if the Trustee moves permanently from the city or is absent from four (4) consecutive regular board meetings, except in case of illness or absence from the area.

3. MEETINGS

- a. Regular meetings shall be held monthly: the date and the hour to be determined by the Board, held in the Library or such other place as the Board determines.
- b. Special meetings may be called by the Chairperson or the Library Director whenever they may be 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 twenty-four (24) hours in advance of the special meeting.
- c. A quorum of a simple majority of the members is necessary for the transaction of business.
- d. All meetings of the Board of Trustees are open to members of the public. Non-board members who wish to address the Board should request a place on the agenda not later than twenty-four (24) hours before the scheduled time of the meeting. This request may be directed to the Chairperson, Secretary, or to the Library Director.
- e. The agenda should be posted at the Volga Public Library, Volga Post Office, and the Volga Corner Stop at least twenty-four (24) hours before the scheduled meeting.
- f. Robert's Rules of Order shall govern the parliamentary procedure of the Board.

- g. The order of business shall be:
 - 1. Call to order
 - 2. Agenda Approval
 - 3. Minutes Approval
 - 4. Public Comment
 - 5. Correspondence
 - 6. Reports: Director/Financial/Staff Board Committees/ Others
 - 7. Unfinished Business
 - 8. New Business
 - 9. Agenda Items for Next Meeting
 - 10. Upcoming Meetings
 - 11. Adjournment

4. COMMITTEES

- a. Committees shall be appointed by the Chairperson/President 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.
- b. No committee shall have other than advisory powers unless directed by the board to act.

5. THE LIBRARY DIRECTOR

- a. The Library Director shall be appointed by the Board of Trustees.
- b. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees.
- c. The Library Director shall implement the policies adopted by the Board for the care of the materials and equipment, for the employment and direction of the staff, for the Library's service to the public, and for the financial operation of the library within the limitations of the annual budget.
- d. The Library Director shall attend all board meetings, providing a Director's report at the time, except those at which the appointment, salary, or performance of the director is to be discussed or decided.

6. AMENDMENTS TO THE BYLAWS

- a. The Bylaws shall be reviewed every three (3) years and changes made as needed.
- b. These Bylaws may be amended at any regular meeting of the Board by majority vote of the members present, providing the amendment was proposed one month previous to final action on the same.

Adopted

June 25, 2001

Reviewed & Adopted

January 25, 2005, March 27, 2007, February 3, 2012, February 16, 2019, January 12, 2020,
February 9, 2022, December 10, 2025