

BY-LAWS  
CONRAD PUBLIC LIBRARY

ARTICLE I: NAME

This organization shall be called "The Board of Trustees of the Conrad Public Library," existing by virtue of the provisions of Chapter 21 of the Ordinances of the City of Conrad and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II: BOARD OF TRUSTEES

The Board shall consist of seven (7) members, five (5) of whom shall be residents of the City of Conrad and shall be appointed by the Mayor with the approval of the City Council, and two (2) of whom shall reside outside the corporate limits of the City, but within Grundy County, and shall be appointed by the Mayor with the approval of the Grundy County Board of Supervisors.

ARTICLE III: QUALIFICATIONS

All the members of the Board shall be over the age of eighteen (18) years.

ARTICLE IV: ORGANIZATION OF THE BOARD

- A. Terms of Office: All appointments to the Board shall be for four (4) years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two (2) years, so the Board members will have staggered terms. No person shall be appointed to more than three (3) full four (4) year consecutive terms.
- B. Vacancies: The position shall be vacant if the Trustee moves permanently from the residence area, either city or rural, from which the Trustee was appointed to serve, or is absent six (6) consecutive regular meetings of the Board, except in the case of illness or temporary absence from the City. Vacancies in the Board shall be filled by appointment, by the Mayor, with the approval of the City Council or the Supervisors as provided in ARTICLE II above, and the new Trustees shall fill out the unexpired term for which the appointment is made.
- C. Compensation: The Trustees shall receive no compensation for their services, but they shall be reimbursed for any actual and necessary expenses incurred by them in the performance of their duties.

ARTICLE V: OFFICERS

- A. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed Trustees. These officers shall constitute the Executive Committee of the Board.
- B. Officers shall be elected annually at the July meeting. Officers shall serve a term of one (1) year beginning with the July meeting.
- C. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
- D. The vice president, in the event of the absence or disability of the president, or of a

vacancy in that office, shall assume and perform the duties and functions of the president.

- E. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall perform such other duties as are generally associated with that office.
- F. The treasurer shall be the disbursing officer of the Board and shall perform such duties as are generally associated with that office. In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

#### ARTICLE VI: QUORUM

A quorum shall consist of a simple majority of the appointed members of the Board.

#### ARTICLE VII: DUTIES AND POWERS OF THE BOARD

- A. To meet and elect from its members a president, a vice president, a secretary, a treasurer, and such other officers as it deems necessary.
- B. To have charge, control and supervision of the Conrad Public Library, its appurtenances, fixtures, and rooms containing the same.
- C. To direct and control all the affairs of the library.
- D. To employ a director and authorize the director to employ such librarians and employees as may be necessary for the proper management of the library and fix their compensation; provided, however, that prior to such employment the compensation of the director, librarians, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
- E. To remove, by two-thirds (2/3) vote of the Board, the director and to provide procedures for the removal of assistants or employees.
- F. To select, or authorize the director to select, and make purchases of books, pamphlets, periodicals, papers, maps, journals, or other library materials, furniture, fixtures, stationery, and supplies for the library within the budgetary limits set by the Board and City Council.
- G. To authorize the use of the library by non-residents of the city and to fix charges thereof.
- H. To make, adopt, amend, modify, or repeal rules and regulations consistent with ordinances and the law, for the care, use, government, and management of the library and the business of the Board, fixing and enforcing penalties for violations.
- I. To accept gifts of real property, personal property, or mixed property and devises and bequests, including trust funds; to take the title to the said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of the library.
- J. To keep a record of its proceedings.
- K. To enforce the performance of conditions on gifts, donations, devises, and bequests.
- L. To have authority to make agreements with the local county historical associations, where such exist, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary reciprocals and materials for the preservation and protection of such articles as are in their judgments of a historical and educational

nature and pay for the same out of funds allocated for library purposes.

ARTICLE VIII: COMMITTEES OF THE BOARD

- A. Standing Committees of the Board of Trustees shall be:
  - I. Executive/Personnel
  - II. Policy
  - III. Finance/Budget
  - IV. Technology and Building
  - V. Public Relations/Programming
- B. The president shall appoint other committees of one or more members each for such specific purposes as the business of the board may require from time to time. These committees shall be considered to be discharged upon the completion of the purpose for which they were appointed and after final reports are made to the Board.
- C. All committees shall make a progress report to the Library Board as deemed necessary.
- D. No committees will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE IX: POWER TO CONTRACT WITH OTHERS FOR THE USE OF THE LIBRARY

The Board may contract with any other boards of trustees of free public libraries, and any other city, school, corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.

ARTICLE X: NON-RESIDENT USE OF THE LIBRARY

Excluding digital services, the Board may authorize the use of the library by non-residents in any one or more of the following ways:

- A. By lending the books or other materials of the library to non-residents of the city but residents of Iowa on the same terms and conditions as to residents of the city, contracting city, or rural Grundy County.
- B. By establishing depositories of library books or other materials to be loaned to non-residents.
- C. By establishing bookmobiles or traveling libraries so that books or other library materials may be loaned to non-residents.

ARTICLE XI: LIBRARY ACCOUNT

All money received for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid only on the orders of the Board. The warrant writing officer is the city clerk.

ARTICLE XII: ANNUAL REPORT

The Board shall make a report to the City Council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added there to, the number circulated, and a financial report, together with such further information as is required by the council.

#### ARTICLE XIII: AMENDING THE BY-LAWS

The by-laws may be amended by a simple majority of the Board provided written notice of the proposed amendment shall have been mailed and/or emailed to all members at least ten (10) days prior to meeting at which such action is proposed to be taken.

#### ARTICLE XIV: GENERAL

- A. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.
- B. Any rule or resolution of the Board, whether contained in these by-laws 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 (2/3) of the members of the Board shall be present and two-thirds (2/3) of those present shall so approve.

#### ARTICLE XV: MEETINGS

- A. Regular meetings shall be held each month, the date and hour to be set by the Board.
- B. The order of the business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:
  - 1. Approval of the agenda
  - 2. Approval of the minutes
  - 3. Public comment
  - 4. Treasurer's report
  - 5. Approval of the bills
  - 6. Director's report
  - 7. Correspondence
  - 8. Old business
  - 9. New business
  - 10. Adjournment
- C. Special meetings may be called by the direction of the president, or at the request of two (2) members, for the transaction of the business stated in the call for the meeting.
- D. Conduct of meetings: Proceeding of all meetings shall be governed by Robert's Rules of Order.

#### ARTICLE XVI: REVIEW OF BY-LAWS

These By-laws shall be reviewed at least once every three years by the policy committee of the Board.

REVIEWED & APPROVED: March 9, 1987  
REVISED & AMENDED: March 12, 1990  
REVISED & AMENDED: July 8, 1991  
REVIEWED & APPROVED: August 10, 1992  
REVIEWED & APPROVED: February 8, 1993  
REVIEWED & APPROVED: October 25, 1994  
REVIEWED: February 8, 1996  
REVISED & AMENDED: 11/10/97  
REVIEWED: June 8, 1999  
REVISED & AMENDED: 2/12/2001  
REVISED & AMENDED: 3/11/2002  
Reviewed: May 10, 2004  
Reviewed: November 13, 2007  
Revised & approved: Jan 10, 2011  
Reviewed: December 2, 2014  
Revised and approved: January 8, 2018  
Revised and approved: October 11, 2021  
Revised and approved: May 7, 2024