

**By-Laws  
of the  
Burlington Public Library  
Board of Trustees**

I. The Burlington Public Library Board of Trustees is a seven-member board, appointed by the Mayor with consent of the members of the City Council of the City of Burlington, which is charged with the provision of library services to the citizens of the City of Burlington by the City Code. Board members are appointed for staggered terms of six years each. When a member retires or resigns from the Board, the Mayor appoints an individual to fill the unexpired term. The Library Board may submit suggestions to the Mayor so that the Mayor and Council can work to maintain balanced community representation. A representative appointed by the Des Moines County Board of Supervisors, a representative appointed by the City of West Burlington, and a representative appointed by the Friends of the Library serve as liaisons to the Board.

II. The Burlington Public Library Board of Trustees meets regularly on the third Wednesday of each month in a meeting room at the Burlington Public Library. Additional meetings may be called by the President of the Board as business warrants. A quorum of four members is required to conduct the business of the Board. All meetings are to be conducted in compliance with the Iowa Open Meeting Law and established parliamentary procedure.

III. The following officers will be elected by the Board at the June meeting each year to serve during the following fiscal year (July 1 through June 30):

**President** has the responsibility to manage Board meetings, and to speak to the public and sign contracts on behalf of the Board when so directed by action of the Board as a whole. The President also serves as a member of the Burlington Library Foundation Board of Directors.

**Vice-President** has the responsibility to conduct meetings in the absence of the President and to keep current with Board activities in order to step into the President's role in the event the President is unable to serve.

**Secretary** has the responsibility to assess the accuracy of the reports and minutes that are required for legal purposes.

The City Treasurer, while not a member of the board, performs the functions of Board **Treasurer** by providing reports for the board packet.

IV. The following standing committees will be appointed by the Board President at the July meeting each year:

**Budget** works with the staff to develop budget requests from the various supporting bodies and to suggest budget amendments when required.

**Building** works with the staff to ensure the safety and integrity of the library facility.

**Personnel** works with the Library Director to assure effective and efficient public service by utilizing good personnel management practices.

Other short-term committees may be appointed as the need warrants.

V. These by-laws may be amended by a vote of the Board when the proposed change has been submitted as an agenda item for the regular meeting in the monthly agenda packet.

Revised and Readopted: October 17, 2012  
January 14, 2011  
July 16, 2008  
Adopted: February 16, 2005