

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

I. The Burlington Public Library Board of Trustees is a seven-member board charged with the provision of library services to the citizens of the City of Burlington by the City Code of Ordinances Chapter 21. The requirements for board members and their duties are defined in this chapter of the code. The Library Board may submit suggestions to the Mayor so that the Mayor and Council can work to maintain balanced community representation.

II. The Burlington Public Library Board of Trustees meets regularly on the fourth Wednesday of each month in a meeting room at the Burlington Public Library or, if necessary for safety, virtually. 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. Each meeting has a designated time for public comments during which the board will listen, but not take action unless the discussed issue is on the agenda. The number and length of comments may be limited by the President of the Board.

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, speak to the public on behalf of the Board, 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 non-voting ex-officio member of the Friends of the Burlington Public Library Foundation Board of Directors.

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

**Advocacy Committee:** Works for the betterment of library services in the community by advocating for funding, communicating with stakeholders and community organizations, and promoting library services to community members.

**Building Committee:** Works with the staff to ensure the safety and integrity of the library facility and reviews and suggests building repairs and enhancements.

**Finance Committee:** Works with the staff to develop budget requests, suggest budget amendments when required, and coordinate agreements with contracting entities.

**Personnel and Policy Committee:** Works with the Library Director to assure effective and efficient public service by utilizing good personnel management practices, conducts an annual evaluation of the Director, and reviews board policies for recommendation to the board.

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

V. The library office coordinator 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 that position. In the absence or inability of the library office coordinator, all secretarial duties shall be performed by a designated staff member.

VI. In accordance with the standards set by the State Library, “all members of the library board of trustees participate in a variety of board development training each year.” These include staff presentations and articles for review and discussion at the monthly board meetings. The director also will make the board aware of opportunities to attend webinars and conferences.

VII. 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.