Robert W. Barlow Memorial Library

Board of Trustee By-Laws

Reviewed and/or Revised: 01/08/2012, 01/15/2015, 02/12/2018, 04/05/2021, 09/12/2022, 09/09/2024, 07/06/2026

I. Library Board

A. According to the requirements of Chapter 22 of the Iowa Falls Municipal code, the Library Board of the Iowa Falls Public Library shall consist of seven (7) members appointed by the Mayor, with approval of the City Council, for staggered terms of 4 years each.

B. The general power and duties of the Iowa Falls Public Library Board are outlined in Chapter 392.5 of the Code of Iowa.

C. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified librarian.
2. Cooperating with the librarian in determining and adopting written policies to govern the operation and services of the library including personnel policies and policies governing the selection of library materials, supplies and equipment.
3. Report to and cooperating with other 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 long-range goals for the Library and working toward their achievement.
6. Ensuring the library's involvement in regional and statewide library initiatives.
7. Agreeing to serve no longer than 3 consecutive full terms on the Board.

II. Officers

A. The officers of the Board shall consist of a President, a Vice President and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Organizational Meeting and hold office until their successors are elected. It is preferred that none serves more than three consecutive terms in the same office.

B. The president shall preside at all meetings, appoints all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.

III. Meetings

A. Regular meetings shall be held monthly on the first Monday at 5:30pm in the library conference room unless otherwise designated. If necessary, board meetings may be held via video conferencing, with links to join the meeting made available to the public.

B. There will be no meeting during the month of August.

C. The Organizational Meeting will be held in July.

D. Special Meetings may be held at any time provided notice is given to all Trustees and the public at least 24 hours in advance of the special meeting.

E. A quorum at any meeting shall consist of four (4) or more members.

F. The Board shall comply with Iowa's Open Meetings Law (Iowa Code Chapters 21 and 22) by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.

1. Advising news media who have filed a request with the governing body for an agenda/notice of a public meeting.
2. Posting the agenda/meeting notice in a prominent and conspicuous place which is annually designated by the governmental body. The agenda/meeting notice must also be posted in a place that is visible at all times.

3. Posting the agenda/notice on the primary website and other primary internet presence maintained by the governmental body.
4. Ensuring that any amendments to the tentative agenda are marked "AMENDED," identify the changes, and also follow the notice requirements.

G. The Board Agenda/Meeting Notice designated posting area will be below the library hours sign by the front doors, facing outward.

H. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

I. An agenda for Board meetings shall be prepared by the Librarian in cooperation with the President of the Board.

J. All meetings of the Board are open to members of the public who wish to attend or address the Board.

1. Public comment is allowed during the "Citizens Opportunity to Address the Board" portion of the meeting.
2. It is the responsibility of the Board President, Board Members, Library Director, and members of of the public to maintain an atmosphere of respect throughout the meeting.
3. The Board will not respond at this meeting to questions, requests for information or requests for action. An appropriate response may be made later, after Board Members have sufficient opportunity to consider and deliberate on the issue.
4. Individuals wishing to address the board must have signed in at least five minutes prior to the start of the Board meeting. An individual must list their name, home address and topic to be discussed.
5. Each speaker will be allowed a maximum of three (3) minutes to address the board until the allotted time is up. A maximum of 30 minutes will be allowed for public comment.
6. The Board President or chair of the meeting will call on those persons one at a time to stand and address the Board for no more than the allocated time. Upon recognition by the Board President or meeting chair, the individual should state their full name, home address and the reason for wishing to speak. Requests for time to speak will be granted in the order the requests were received. Priority will be given to residents of the library taxing district.
7. Speakers may not yield their time to another individual as to allow someone more than three (3) minutes or the allotted time. It is possible that not all persons requesting time will be allowed to speak. Anyone not allowed to speak will be considered signed in for the next board meeting.
8. Patrons will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the Board.
9. The presiding officer may terminate a speaker's privilege to speak if, after being called to order, the speaker acts in a manner that is discourteous and/or disruptive.

K. Robert Rules of Order shall govern in the parliamentary procedure of the Board.

IV. Committees

A. The Board may appoint special committees as needed from time to time which shall consist of no more than 3 members.

B. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

V. The Librarian

A. The Librarian shall be the executive director of the policies adopted by the Board. Among the duties and responsibilities shall be:

1. To select the library materials:
2. To maintain and operate the physical plant;
3. To recruit, train, and assign members of the library staff;

4. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection and other developments, changes and problems of the Library; and
5. The Librarian shall be in attendance at all meetings of the Board except those as which his/her tenure or salary is to be discussed or decided.

VI. Amendments to By-Laws

A. Amendments to these By-Laws may be adopted at any regular meeting of the Board with a quorum present, provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.