

BYLAWS FOR THE DAVENPORT FREE PUBLIC LIBRARY

To enable the Board of Trustees of the Free Public Library of the City of Davenport to better exercise the power invested in them by the laws of the State of Iowa and ordinances of the City of Davenport, the following Bylaws are adopted:

ARTICLE I.

MEETINGS

Section 1.

It is the intent of The Board to hold regular monthly meetings at a library building at a time and date convenient to the members of the Board. Other meetings may be held from time to time on call of the President or at the request of any three Trustees. The Board will meet a minimum of ten times per year. Reasonable notice of any meeting must be given each Trustee. Notice will be given to the public according to Iowa Code 21.4.

Section 2.

The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to Order
- Consent agenda including approval of minutes of any previous meetings
- Communications and public comment
- FRIENDS reports
- Committee reports
- Director's report
- Old Business
- New Business
- Adjournment

Section 3.

All meetings of the Board are open to the public who wish to observe. Non-Board members who wish to address the Board should request to be placed on the agenda not later than twenty-four hours before the time established for the meeting. The request may be directed to the Board President, The Board Secretary, or the Library Director. Speakers who wish to address the Board must include their names, addresses, and topics in their requests. Speaking time is limited to five minutes per person. If the topic is not on the formal agenda, the Board will not discuss it. However, the Board President may elect to include the item on the following month's agenda.

Section 4.

Pursuant to Davenport Municipal Code 2.72.020 "the Board of Trustees of the city public library, referred to in this chapter as the Board, consists of nine members. A quorum at any meeting shall consist of a majority of the members of the Board. If it is impossible for a Board member to participate in a meeting in person, the member may participate electronically using any real-time means of communication.

Section 5.

Proceedings of all meetings shall be governed by the latest edition of Robert's Rules of Order.

Section 6.

The Secretary shall notify the Mayor of the City of Davenport of the absence of any Trustee from six consecutive regular meetings of the Board without due explanation for the purpose of declaring the office of that Trustee vacant.

ARTICLE II.

OFFICERS

Section 1.

The officers of the Board shall be President, Vice-President and Secretary, who shall be elected biennially at the regular meeting of the Board in the month of July. Such officers shall serve for a period of two years. In case of vacancy, the office may be filled by election at any regular meeting. The newly elected officer will serve the remainder of the vacated term.

Section 2.

The President shall preside at all meetings and perform such other duties prescribed by law or which usually pertain to the office.

Section 3.

The Vice-President shall perform the duties of the President in the absence of the President or in the case of the inability of the President to act.

Section 4.

The Secretary shall be responsible for the keeping of records of all proceedings of the Board, preserving all bills and vouchers, and doing such other clerical work as may from time to time be required by the Board.

ARTICLE III.
DUTIES OF THE BOARD

Section 1.

The Board shall exercise its powers and duties as stated in Chapter 2.72 of the Davenport City

Code by:

1. Employing a competent and qualified Director
2. Cooperating with the Director in determining and adopting written Policies to govern the operation and program of the Library including personnel policies and policies governing the selection of library materials, supplies and equipment.
3. Assisting in the preparation of and seeking adequate support for the annual budget.
4. Developing long-range goals for the library and working toward their achievement.

Section 2.

Library Director shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director or designee shall attend all Library board meetings and shall present a report at each regular meeting. The Library Director shall carry out policies adopted by the board and shall be held responsible for:

1. Employment and direction of staff
2. Care and maintenance of the buildings and equipment
3. Efficiency and effectiveness of the Library's service to the public
4. Provision of the library collections
5. Operation of the Library under the financial conditions set forth in the annual budget.

ARTICLE IV
COMMITTEES

Section 1.

The President, Vice-President, Secretary and Immediate Past President shall constitute an executive committee whose duties shall be the general supervision of all officers and committees, and they shall exercise such executive powers as may from time to time be assigned them.

Section 2.

The Board shall operate as a Committee of the Whole. Standing committees shall be established to advise the Board, as needed: Finance and Personnel. Each committee shall be appointed annually by the President at the regular meeting in July or as soon thereafter as possible, the first named member to be chair. Such committees shall meet on call of the President or the committee chair.

A vacancy in a committee shall be filled by the President at any regular meeting.

Section 3.

The Finance Committee shall advise the Board on all financial matters.

Section 4.

The Personnel Committee shall make recommendations to the Board regarding the evaluation of the Library Director and other matters dealing with personnel.

Section 5.

The President may appoint special committees from time to time as the need may arise.

ARTICLE V.
AMENDMENT

Section 1.

The Bylaws may be amended or repealed at any regular meeting by a majority vote of the Trustees, providing a notice stating generally the nature of the change proposed shall be given prior to the meeting.

ADOPTED: February 21, 2002

SIGNATURE:

TITLE: President, Board of Trustees

ARTICLE VI.
AMENDMENT

Library Emeritus Board Member Resolution

Section 1. Library board members were formerly appointed for permanent positions on the library board without an ending date.

Section 2. Library board members voted to have 6-year renewal terms starting in the fall of 2003.

Section 3. Those library board members who have held permanent positions could choose to be given the title "Library Board Member Emeritus". Those members would still be kept informed of library activities and could continue to attend library board meetings. These would be "ex-officio" members instead of voting members of the library board.

ARTICLE VII.

AMENDMENT

Terms of Board Members

Section 1. Board members will be appointed and begin their term during the regular monthly meeting in July for 6-year renewal terms. Vacancies are filled in the same manner as the original appointments with the newly appointed Board members completing the remaining months of the term.

Section 2. No board member will be eligible to serve more than two consecutive terms. In the event the President's term on the board expires with the term in office, the President will serve the board as an ex-officio for two more years as Immediate Past President

Article V adopted
June 15, 2004

Article II, Section 1 amended
November 21, 2006

Article 1, Section 2 amended
June 12, 2007 board meeting

Article 1, Section 1 amended
February 19, 2008

Article III, Sections 1 & 2 amended
April 21, 2009

Article II, Section 1 amended
April 19, 2011

Article VI adopted April 19, 2011

Article III, Section 2 amended
July 17, 2012

Article III, amended
November 18, 2014

Article I, sections 1-6 amended
Article III, inserted & adopted
November 21, 2017

