

## 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 to each Trustee. Notice will be given to the public according to Iowa Code 21.4.

#### Section 2.

All meetings of the Board are open to the public who wish to observe. Non-Board members who wish to address the Board may do so during the Public with Comment section of the meeting. Those wishing to address the Board must make their request known to the Board Secretary prior to the start of the meeting. Speaking time for each person shall not exceed five minutes. The total amount of time for public comment may be limited and the portion of the meeting dedicated thereto may be changed at the discretion of the chairperson. Public comments must be germane to library operations. Loud, threatening, personal or abusive language will not be tolerated. In order to remain in compliance with the Iowa Open Meetings Law, the Board will not respond to any item not on the

meeting agenda. However, the Board President may elect to include the item on the following month's agenda.

### Section 3.

Any regular meeting, special meeting, or continued meeting may be held by telephone or electronic means in order to allow for maximum Trustee participation. Such meetings must be conducted in accordance with Iowa Code Chapter 21.8.

### 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." Inasmuch, five Trustees shall constitute a quorum for the transaction of business.

### Section 5.

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 6.

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

Section 7.

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, or designee, shall be responsible for the keeping of records of all proceedings of the Board 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.

The 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.

The full executive committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting.

Section 2.

The Board shall operate as a Committee of the Whole. Standing committees shall be established to advise the Board, as needed: Advocacy, 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 Advocacy Committee shall work 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.

Section 4.

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

Section 5.

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

Section 6.

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.

ARTICLE VI.  
LIBRARY EMERITUS BOARD MEMBER RESOLUTION  
DELETED

ARTICLE VII.  
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.

Bylaws adopted  
February 21, 2002

Article V adopted  
June 15, 2004

Article II, Section 1 amended  
November 21, 2006

Article I, Section 2 amended  
June 12, 2007

Article I, 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

Article I, Section 1 amended  
February 18, 2020

Article I, New Section 2 adopted  
February 18, 2020

Article I, Sections 2 & 3 renumbered  
February 18, 2020

Article II, Section 4 amended  
February 18, 2020

Article III, Sections 1 & 2 amended  
February 18, 2020

Article III, Section 3 adopted  
February 18, 2020

Article III, Sections 3, 4 & 5 renumbered  
February 18, 2020

Article IV, Section 1 amended  
February 18, 2020

Article V deleted  
February 18, 2020

Article VI, title amended  
February 18, 2020

Article I, Section 1 amended  
February 18, 2020

Article I, Section 2 adopted  
February 18, 2020

Article I, Sections 2, 3 & 4 renumbered  
February 18, 2020

Article I, Sections 5 & 6 adopted  
February 18, 2020

Article III, adopted  
February 18, 2020

Articles III, IV, V & VI renumbered  
February 18, 2020