

## APPENDIX F

### BY-LAWS OF THE MARION PUBLIC LIBRARY BOARD OF TRUSTEES

- ARTICLE I    General
- All provisions of the Municipal City Code (City Administration, Chapter 21) shall govern this Board.
- ARTICLE II    Membership
- Section 1    The Board will consist of nine members: citizens and residents of the city who are at least 18 years old, appointed by the Mayor with approval of the City Council.
- Section 2    Terms of office are for six years, beginning on July 1, with terms of three members expiring every two years. No person shall hold appointment as a member of the Library Board for more than two full consecutive terms per Municipal City code (City Administration, Chapter 21.03).
- Section 3    Vacancies will be filled by the Mayor, with approval of the council, for an unexpired term.
- Section 4    All actions by the Board shall require a majority vote of the members present. The removal of a Library Director, however, shall require a two-thirds vote of the Board membership.
- Section 5    The Board president will sign all purchase orders before they are submitted for payment. In the absence of the president, the vice-president will sign the purchase orders and in the absence of both the president and the vice-president, the secretary will sign the purchase orders.
- Section 6    The Board may establish honorary Board positions or ex officio Board positions.
- ARTICLE III    Officers and Committees
- Section 1    Officers of this Board shall consist of a president, vice-president and secretary. They shall perform such duties as are usually connected with these offices.
- Section 2    Terms of office shall be for two years, beginning in July of even-numbered years, or until successors have been elected.
- Section 3    The Marion Public Library Board of Trustees shall maintain two standing committees, the Policy Committee and the Personnel Committee, to serve the following permanent and continuing functions.
- 3.A.        The Policy Committee is established to review both internal and public library policies and recommend changes to the full Board. The Library Assistant Director shall serve on this committee as advisor. Committee members are appointed by the Board president to serve a two-year term, beginning in July of even-numbered years. Committee members shall choose a chairperson.
- 3.B.        The Personnel Committee is established to review the performance of the Library Director, and to report on performance and make salary

recommendations to the full Board. Committee members are appointed by the Board president to serve a two-year term, beginning in July of even-numbered years. Committee members shall choose a chairperson.

Section 4 Ad hoc committees shall be created and members appointed by the Board president as needed for specified purposes and terms.

#### ARTICLE IV Meetings

Section 1 Meetings of the Marion Public Library Board shall be held monthly at a time and date to be selected by the Board.

Section 2 All meetings of the Marion Public Library Board are conducted according to Roberts Rules of Order.

Section 3 Absence from three consecutive meetings with no acceptable explanation shall be cause for removal from the Board.

Section 4 Public notice of the monthly meetings shall be provided by the Library Director.

Section 5 Special meetings of the Board may be called by the president.

Section 6 All meetings of the Board are open to the public, except those that qualify for closed session according to the Code of Iowa, Section 21.5.

#### ARTICLE V Attendance at meetings via electronic communications

Section 1 A physical quorum must be present as required by statute for a valid meeting to occur.

Section 2 Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference.

Section 3 No Board member may participate remotely more than two times during a calendar year.

Section 4 Members of the Board who desire to participate in a meeting electronically must notify the Board President or the Library Director at least one day in advance of the meeting in question.

Section 5 Members of the Board participating by remote access shall be considered present and shall be entitled to participate in the meeting if:  
a. Such member is able to hear other members of the Board and members of the public who are recognized by the Board during public comment;  
b. The public and other members of the Board are able to hear the member of the Board who is not physically present at the meeting.

Section 6 If for any reason the remote access malfunctions before the adjournment of the meeting, the meeting shall continue.

Section 7 The library is authorized and directed to provide the technology sufficient to implement this policy.

#### ARTICLE VI Amendments to the By-Laws

Section 1 These By-Laws may be amended at any time.

Section 2 Proposed amendments must be presented one month before final action by the Board.

Section 3 Approval of changes in the By-Laws shall be by a majority vote of those present.

## ARTICLE VII Library Director's Responsibilities to the Board

The Director shall prepare monthly and annual reports, showing as fully as possible the progress of the library during the preceding period. The Director shall attend the meetings of the Board and assist the secretary in keeping minutes. The Director shall discharge such other duties as may be assigned by the Board. The Director shall select and make purchases for the library within budgetary limits set by the Board.

Reviewed 1/8/18

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