

# **The Dr. Grace O. Doane Alden Public Library Bylaws**

## **I. Library Board**

- a) According to the requirements of the ordinance of the city of Alden, Chapter #21, the Library Board of Dr. Grace O. Doane Alden Public Library, shall consist of seven members to be appointed in accordance with the ordinance.
- b) The general powers and duties of the Dr. Grace O. Doane Alden Public Library Board are outlined in Chapter #21 of the ordinance of the City of Alden.
- c) The Board shall exercise its power and duties by:
  - i) Employing a competent and qualified Librarian
  - ii) Cooperating with the Librarian in determining and adopting written policies to govern the operation and program of the Library
  - iii) Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the Library
  - iv) Assisting in the preparation of and seeking adequate support for the annual budget
  - v) Developing long range goals for the Library and working toward their achievement

## **II. Officers**

- a) The officers of the Board shall consist of a President, Vice-President, and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the July meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than three terms in the same office, exceptions can be made if the Board votes unanimously to extend the term.

## **III. Meetings**

- a) Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other place as the Board may determine.
- b) Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof is given to all Trustees at least 24 hours in advance of the special meeting.
- c) A quorum at any meeting shall consist of 4 members.
- d) Order of Business
  - i) Roll call
  - ii) Reading and approval of minutes of previous meeting
  - iii) Librarian's Report
  - iv) Financial report and approval of expenditures

- v) Committee reports
  - vi) Unfinished business
  - vii) New business
  - viii) Public comment
  - ix) Adjournment
- e) The Board shall adhere to Iowa Open Meeting Law, Chapter #21.
- i) An agenda for the Board meetings shall be prepared and posted no later than 24 hours prior to the meeting, by the Librarian in cooperation of the Board.
  - ii) All meetings of the Board are open to members of the public who wish to observe. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, Secretary, or the Librarian.
- f) Robert's Rules of Order shall govern in the parliamentary procedure of the Board.
- g) Public comments will be limited to three minutes. Trustees cannot engage in discussion or debate during the public comment period to comply with open meetings requirements.**

#### **IV. Committees**

- a) The Board may appoint such special committees as may be needed from time to time.

#### **V. The Librarian**

- a) The Librarian shall be the executive director of the policies adopted by the Board. Among her/his duties and responsibilities shall be:
  - i) To select the Library materials, books, magazines, pamphlets, videos, computer software, etc.;
  - ii) To maintain and operate the physical plant;
  - iii) To recruit, train, and assign members of the Library staff;
  - iv) 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
  - v) The Librarian shall be in attendance at all meetings of the Board.

#### **VI. Amendments to the Bylaws**

- a) Amendments to these Bylaws may be adopted at any regular meeting of the Board provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.

**Approved by the Dr. Grace O. Doane Alden Public Library:**

**1999  
2004  
2008**

**2012  
February 2016  
February 2023**

**January 2026**