

## MEEHAN MEMORIAL LANSING PUBLIC LIBRARY

### BYLAWS

#### ARTICLE I: Name

The free public library established for the City of Lansing is to be known as:

Meehan Memorial Lansing Public Library. (Code of Iowa)

Ordinance No. 158 Passed and adopted July 19, 2004 and published December 15, 2004.

#### ARTICLE 2: Boards, Commissions and Department

Meehan Memorial Lansing Public Library Board of Trustees shall be formed to oversee the library and its properties. See ARTICLE 10 for duties of the Board.

The Board of Trustees shall consist of seven (7) members, six (6) shall be appointed by the mayor and approved by the city council and one (1) rural member shall be appointed by the Allamakee County Board of Supervisors.

#### ARTICLE 3: Qualifications of Board Members:

All board members shall be bona fide citizens over the age of eighteen (18).

#### ARTICLE 4: Terms:

All appointments shall be for three-year terms each, except to fill vacancies with the years starting July 1<sup>st</sup> of each year.

#### ARTICLE 5: Vacancies:

A board position shall become vacant if a member moves permanently from the area or is absent from three (3) consecutive regular board meetings, except in the case of illness or temporary excused absence. Vacancies shall be filled by appointment of the mayor with council approval; the new trustee shall fill the unexpired term for which the appointment was made.

The public must be informed when there is a vacancy on the board or when a board member's term is due to expire so anyone who meets the qualifications and has an interest can request to be considered. Persons wishing to be considered must then give that request in written form to the city clerk. Persons wishing to be considered for the rural position must give written a request to the board president and president shall go before the county board for confirmation of that person.

ARTICLE 6: Officers:

At the annual meeting in July of each year, the Board of Trustees, in turn, shall elect a president, vice-president and secretary/treasurer from their own membership.

The president shall perform the duties pertaining to the office; the vice president shall, in the absence or disability of the president, perform all the duties of the president; the secretary/treasurer shall record all the proceedings of the board and shall after each meeting furnish the library director with a copy of the minutes of the same.

ARTICLE 7: Meetings:

The regular meeting of the board shall be held on the third Tuesday at 4:15. There must be at least ten (10) meetings per year in order to meet one of the accredited library requirements.

Special meetings shall be called by the president whenever, in his/her judgment, they may be necessary, or at the request of any two (2) trustees, but only for the business stated in the call.

The annual meeting shall be held on the third Tuesday of July at 4:15 each year, at which time election of officers shall be held and annual reports made.

ARTICLE 8: Quorum:

Four (4) members of the board shall constitute a quorum for the transaction of business.

ARTICLE 9: Amendments:

Amendments hereto shall only be made at a regular meeting of the board and shall be proposed at least one month previous to final action on same.

ARTICLE 10: The board shall have and exercise the following powers and duties:

Powers:

1. To have exclusive control of the expenditures of all funds allocated for library purposes by the council, and all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected, under the rules of the board.
2. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the titles of said property in the name of the library; and to expend the funds received by them from such gifts, for the improvement of the library.

3. All money appropriated by the council from the General Fund for the operation and maintenance of the library shall be set aside in an account for the library within the city budget. Expenditures shall be paid for only on orders of the board of trustees. Notice of bills being paid will be recorded in the minutes of the board meetings

Duties:

1. Advocate for the library in the community and advocate for the community as a member of the library board. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions.

2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future and creating it to be responsive to what the community needs.

3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library board is familiar with the library's budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with the service received from the library.

4. Set library policies. The library board spends much of its time on policy issues — developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day-to-day basis.

5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.

**By Laws Policy Reviews:**

The Meehan Memorial Lansing Public Library Director, Staff, and Board of Trustees will regularly review this policy. Public notice will be made of any policy changes and patrons will be expected to abide by the terms of any updated policy.

Adopted by the Board of Trustees

Reviewed: 12/14/2015 by Library Board of Directors:

Reviewed: 01/21/2020 by Library Board of Directors:

Edie Penno 1-21-2020  
Edie Penno

Katie Hanson

Dave Darling

Janice Rea 1/21/2020  
Janice Rea

Shari Honn

Sarah M. Majewski 1-21-2020  
Sarah Majewski

Deb Dietzenbach 1-21-2020  
Deb Dietzenbach