

Bylaws of the Board of Trustees

Panora Public Library

I. NAME, ORGANIZATION & PURPOSE

- A. The Panora Public Library Board of hereafter referred to as the Board.
- B. The Board shall consist of nine members who serve a term of six years. Seven members shall be residents of Panora, and two members shall be from the rural area, nominated by the Board and submitted to the Mayor and City Council for approval. No person shall serve in the capacity of trustee and library staff at the same time. The position of trustee shall be deemed vacated if such member is absent from six consecutive regular meetings of the board except in case of sickness or temporary absence from the City or County.
- C. It is the responsibility of the Board to represent the Library both to the people of the community who utilize its services and to the City and County officials who support it.

II. BOARD MEETINGS

- A. The Board shall meet at the library at 6:30 on the second Monday of each month except – August and December. If this happens to fall on a holiday, the meeting will be held the following Monday at the same time and place.
- B. A quorum shall consist of simple majority.
- C. The November meeting shall consider the budget and the June meeting shall be the Annual Meeting at which time officers will be elected.
- D. Special meetings may be called by the President, or upon request of two members for the transaction only of business stated in the call for meeting. In emergencies, the President is authorized to conduct the meeting by telephone and/or electronic mail.

III. OFFICERS AND COMMITTEES

- A. Officers shall be the board president, vice president, secretary and treasurer and shall be elected at the annual meeting.
- B. The president shall preside at all meetings, appoint committees and serve as an ex-officio member, and generally perform the duties of presiding officer.
- C. In the absence of the president, the vice president shall assume the president's duties. If the office of president becomes vacant, the vice president will assume the office of president until the next annual meeting.
- D. The secretary shall record all proceedings of the Board and maintain custody of the minutes and other records of the Board at the Library.
- E. The treasurer shall present monthly bills to the Board to be approved for payment and chair budget/finance/planning committee.
- F. Committees shall consist of the following:
 - a. Budget/finance/planning committee, composed of the Library Director, secretary, treasurer and one board member, will develop long and short-range plans. Short-

range plans will be incorporated into a budget that will be submitted to the Panora City Council and Guthrie County Board of Supervisors.

- b. Policies/By-Laws Committee, composed of the Library Director and two members, will review the bylaws and Policies and report its findings and recommendations to the Board.
- c. Building and Grounds Committee, composed of two members, will oversee and handle any problems concerning the building and grounds.
- d. Personnel Committee, composed of Library Director, and two Board members, will review job duties annually, evaluate the Library Director annually and support the Director in staff supervision matters.
- e. Public Relations Committee, composed of two or three members, will advocate and communicate information pertaining to the library.
- f. Ad-hoc committees will be appointed as needed.
- g. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

IV. MAJOR FUNCTIONS – See also- “Trustees Duties and Responsibilities”

- A. Hire and evaluate the Library Director. See also – “Library Directory Job Description”
 - B. Set salaries and benefits for the Library’s personnel.
 - C. Participate in the budget process and secure financial support for the Library’s operations and services.
 - D. Set policies for the Library’s operation and services.
 - E. Engage in planning for the Library’s future.
 - F. When possible, participate in board training and educational opportunities.
 - G. Ensure the Library’s involvement in State Library and Library’s Service Area initiatives.
 - H. Regularly attend Board of Trustees meetings.
- V. Amendments

These Bylaws and the attached Policy Statement may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

Date Revised -1/19/15