

# Linden Public Library - By-Laws



## I. NAME AND PURPOSE

- A. The Linden Public Library Board of Trustees, hereafter referred to as the Board.
- B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

## II. BOARD MEETINGS

- A. The Board shall meet on the 4th Tuesday of every month at 6:00 PM in the Linden Public Library's conference room. With a minimum of ten meetings per year. In an emergency, the Board may meet virtually.
- B. A quorum shall consist of 3 members (from its total membership of 5 trustees)
- C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Linden Public Library shall be present and participating at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

## III. OFFICERS AND COMMITTEES

- A. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
- B. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- C. Committees shall consist of the following: Personnel Committee, Budget & Finance Committee, Public Relations Committee. The president as needed shall appoint ad hoc committees.
- D. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

Adopted: Jan. 23, 2024  
Date Approved: Jan. 23, 2024  
Reviewed / Update: \_\_\_\_\_

# Linden Public Library - By-Laws



## IV. MAJOR FUNCTIONS

For a detailed look at the powers and duties of the library board, refer to your local city-library ordinance. In addition to what is found in the ordinance, boards should also:

- A. Hire the library director; set salaries and benefits for library personnel
- B. Develop and approve the annual operating budget; secure adequate financial support for the library's operations and services
- C. Set policies for library operations and services
- D. Plan for the library's future
- E. Evaluate service and advocate for advancements
- F. Ensure library director, staff, and trustees participate in education and training
- G. Ensure participation in meeting public library service standards

## V. AMENDMENTS

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services. I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation. II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views. VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948. Amended by the ALA Council February 2, 1961, June 27, 1967, January 23, 1980, January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996.

Adopted: Jan. 23, 2024  
Date Approved: Jan. 23, 2024  
Reviewed / Update: \_\_\_\_\_