

MISSION STATEMENT

The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.

BY-LAWS

LIBRARY BOARD

ARTICLE I.

- 1 According to the requirements of Ordinance No. 2.80.010, City of Algona, Iowa, the Library Board of the Algona Public Library shall consist of nine (9) members appointed by the Mayor, with approval of the City Council for city residents and with the approval of the Kossuth County Board of Supervisors for the non-resident member(s).
- 2 All appointments to the board shall be for six years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.
- 3 The general powers and duties of the Algona Public Library Board are outlined in the Code of Iowa and Chapter 2.80.060 of the Algona City Code.
- 4 The Board shall exercise its powers and duties by:
 - A. Employing a competent and qualified director.
 - B. Cooperating with the director in determining and adopting written policies to govern the operation and program of the library, including personnel policies and policies governing the selection of library materials, supplies and equipment.
 - C. Reporting to and cooperating with other public officials, boards and the community as a whole to support a public relations program for the library.
 - D. Assisting in the preparation of and seeking adequate support for the annual budget.
 - E. Developing long-range goals for the library and working toward their achievement.

ARTICLE II.

OFFICERS

- 1 The officers of the Board shall consist of a Chairperson, Vice-Chairperson and Secretary. Their terms of office shall be for one (1) year. Officers shall be elected at the last meeting of the fiscal year. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board. Officers may succeed themselves in office, provided that none serves more than three (3) consecutive terms in the same office.
- 2 If the Chairperson resigns prior to the expiration of his/her term, the Vice-Chairperson will assume the position of Chairperson until the completion of the term of office. A new Vice-Chairperson will be elected by the Board at the time the Vice-Chairperson assumes the position of Chairperson.
- 3 If the Vice-Chairperson and/or Secretary resigns prior to the expiration of the term of office, a new Vice-Chairperson and/or Secretary will be elected by the Board to complete the term.

ARTICLE III.

MEETINGS

1. Regular meetings shall be held in a meeting room of the library or such other place as the Board may determine on the 2nd Wednesday of each month at 4:30 PM, unless circumstances require a change, and shall be subject to Open Meeting laws of the State of Iowa.
2. Special meetings may be held at any time at the call of the Chairperson or Secretary, or at the call of any two members of the Board, provided that notice thereof be given to all members and to the public at least twenty-four (24) hours in advance of the special meeting.
3. A quorum at any meeting shall consist of five (5) or more members.
4. An agenda for Board meetings shall be prepared by the Board Chairperson with the assistance of the Director.
5. An informal parliamentary procedure shall be used based on ROBERT'S RULES OF ORDER.
6. The position of any trustee shall be deemed vacated if he is absent from six consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city or county.

ARTICLE IV.

COMMITTEES

1. The Chairperson and/or Board may appoint such special committees as may be needed from time to time.
2. Each Board member will be appointed to standing committees at the Chairperson's discretion.

ARTICLE V.

DIRECTOR

1. The Director shall be the executive director of the policies adopted by the board.
2. The Director shall be subject to personnel policy.
3. The Director shall attend meetings of the Board.

ARTICLE VI.

AMENDMENTS TO BY-LAWS

Amendments to these By-Laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance of the meeting.

Adopted: 9/16/1992
Revised & Adopted: 8/16/1995
Revised & Adopted: 11/11/1998
Reviewed & Retained: 11/14/2001
Reviewed & Retained: 11/10/2004
Amended: 8/9/2006
Reviewed & Retained: 12/12/2007
Reviewed & Amended: 2/13/2008
Reviewed & Retained: 2/8/2012
Reviewed & Amended: 8/25/15
Reviewed & Amended: 8/8/18