

Auburn Public Library

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Library Bylaws

I. Name and Purpose

- a. The Auburn Public Library Board of Trustees hereafter referred to as the Board.
- b. The Board will comply with the Code of Iowa 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 Members

- a. The Board shall meet on the first Tuesday of every month at 6:00 pm in the library.
- b. The Board shall consist of five members, with a quorum consisting of three.
- 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 Auburn Public Library shall be present and participating at each meeting of the Board.

III. Officers and Committees

- a. Officers shall be the Board president and vice-president, and shall be elected at the annual meeting in July.
- b. The president shall preside at the 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 City Clerk shall serve as board treasurer, but shall not be a member of the board. The Library Director will record all proceedings of the board, and function as the secretary.
- c. Committees shall be appointed as needed and shall act in an advisory capacity and report their recommendations to the full Board.

IV. Major Functions

- o Hire and evaluate the library director.
- o Set salaries and benefits for the library's personnel.
- o Participate in the budget process and secure adequate financial support for the library's operations and services.
- o Set policies for the library's operations and services.
- o Engage in planning for the library's future.
- o Ensure library director participation in training and continuing education.
- o Participate in Board training and educational opportunities.
- o Ensure the library's involvement in Iowa Library Services' initiatives.

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.