

Article I – Name and Purpose

1. The Modale Public Library Board of Trustees, hereafter referred to as the Board, consists of five (5) members. All board members shall be appointed by the City Council. *Code of Iowa, Sec. 392.5*
2. The Board will comply with the Iowa Code on all questions of library law and governance and will further comply with the regulations set forth in the City of Modale’s library ordinance.
3. The Board’s specific powers and duties are set forth in the library ordinance.
4. Terms of office. The term of office of the Board of Trustees shall be five (5) years, except members appointed to fill the balance of any term due to vacancy. Trustees renewing their terms must be presented to the City Council for approval. Each term shall commence on July 1st. Appointments shall be made every two (2) years of one-third the total number as near as possible, to stagger the terms. *Code of Iowa Sec. 336.5*
5. Vacancies. The position of any Trustee shall be vacant if the Trustee moves permanently outside the City limits or is Trustee is absent from six (6) consecutive regular meetings of the board, except in the case of sickness or temporary absence from Modale. Vacancies on the Board shall be filled by the Modale City Council, and the new trustee shall fill out the unexpired term for which the appointment is made. *Code of Iowa Sec. 336.6*
6. Compensation. All Trustees shall serve without compensation, except their actual expenses, which shall be subject to reimbursement upon the approval of the Board and the Modale City Council. *Code of Iowa Sec. 336.7*

Article II – Board Meetings

1. The Board shall hold regular meetings on the last Tuesday of the month starting at 5:30 PM. A quorum shall consist of three board members. The Library Director shall comply with Iowa’s Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. The Board shall record its proceedings as minutes and shall keep and post copies of the minutes available for public inspection. The Library Director shall be present and participate at each regular meeting of the Board. The Board will follow Robert’s Rules of Order as a general guide in conducting regular board meetings. A special meeting of the Board may be called by the Board President as needed. The Library fiscal year shall be July 1 to June 30 of every year.
2. Public Notice: The Library Director shall give public notice of the time, date and place of each regular and/or special meeting and its tentative agenda by posting the notice at least twenty-four (24) hours prior to the meeting. Public Notice shall be physically posted at the Library facility, at the Modale Post Office public area and will be posted by the Library Director on the Modale Public Library Facebook page. All meetings of the board are open to members of the public who wish to observe.
3. Order of Business for Monthly Modale Public Library Board of Trustee Meetings:
 - Attendance
 - Call to Order by President
 - Reading of Minutes from Prior Month
 - Finance Report
 - a. Presentation of Bill(s)
 - b. Timecard(s)
 - c. Monthly Purchase(s)
 - i. Library Amazon
 - ii. Library Green Dot
 - iii. Library Friend’s
 - Director Report
 - a. Monthly Numbers
 - b. Event(s) Participation
 - c. Upcoming Events
 - Old Business (updates and discussions)
 - New Business
 - Friends of the Public Library
 - Additional Information from Board
4. The Library Director shall present an Annual Report of the Library to the Board of Trustees prior to presentation to the City Council.

Article III – Officers (Powers and Duties)

1. Officers shall be the Board President, Vice-President, Secretary and other officers as it deems necessary.
Code of Iowa sec 336.8(1)
2. The Board President shall preside at all meetings and perform such other duties prescribed by law or which usually pertain to the office and appoint all committees. In the absence of the President, the Vice-President shall assume the President’s duties. The Secretary shall record all proceedings of the Board.
3. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
Code of Iowa Sec. 336.8(2)
4. To direct and control all the affairs of the library.
5. To employ a librarian, the compensation of the librarian, and shall have been fixed and approved by a majority of the members of the board voting in favor thereof.
Code of Iowa Sec. 336.8 (3)
6. To remove the librarian by two-thirds vote of the board.
Code of Iowa Sec. 336.8(4)
7. To select and/or authorize the librarian to select and make purchases of books, pamphlets, magazines, and other supplies for the library within the budget limits set by the board.
Code of Iowa Sec 336.8(5)
8. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with Ordinances and the law, for the care, use government and management of the library and the business of the board, fixing and enforcing penalties for violations.
Code of Iowa Sec. 336.8 (7)
9. To have exclusive control of the expenditures of all funds allocated for library purposes by the Modale City Council, and of all monies available by gift or otherwise for the erection of library buildings, and of all other monies belonging to the library including fines and rentals collected, under the rules of the board.
Code of Iowa Sec. 336.8 (8)
10. To keep a record of its proceedings.

Article IV - Committees

1. The Board and/or Board President shall appoint committees as necessary for carrying on the work of the Library.
2. Except as noted here in, each committee shall advise and/or make recommendations to the Board for action but shall not take action themselves except as designated by the Board.
3. Each committee shall be composed of no less than two volunteers from the Board.

Article V – Library Director

1. The Library Director shall be hired and supervised by the Library Board of Trustees and shall receive remuneration for service.
2. The Iowa Library Board of Trustees Handbook shall inform and guide the Board and Library Director regarding their respective roles and responsibilities.
3. Guidelines and job description for the Library Director will be defined by the Board, including hours of operation, as needed.
4. Library records are considered confidential. The Library Director shall be the custodian of the public library records.
Iowa Code 22.2 and 22.7.13
5. The Board, Officers and/or Committees may consult with the City Administrator or other designee regarding issues of supervision and library personnel management and policies for City employees.

Article VI – Materials and Fines

1. Fines will be levied for any library materials overdue, damaged, lost or stolen, with the rate of fines set by the Board.
2. Renewals can be made on all checkouts.

Article VII - Amendments

1. These bylaws may be amended at any meeting of the Board with a quorum present, by two-thirds vote of the members present.
2. No notice in advance of the meeting is required for amendments.
3. The bylaws shall be reviewed and re-approved at least every three years.
4. The bylaws shall be available to the public on request.

Article VIII – Library Accounts

All money appropriated by the Modale City Council from the general fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the board and must be signed by at least two (2) board members. The warrant writing officer is the City Clerk.

Article IX – Reports

Monthly - A member of the Board of Trustees and/or the Library Director shall make a report to the Modale City Council at their monthly meeting (held the 2nd Monday of every month).

Yearly – The Library Director shall make a report to the City Council immediately after the end of the fiscal year. The fiscal year closes on the last day of June, therefore the Library Director will present the yearly report at the Modale City Council at the following monthly meeting in July.