

# **CONSTITUTION AND BY-LAWS OF THE JAMES KENNEDY PUBLIC LIBRARY, DYERSVILLE, IOWA**

## **Article I (Name)**

The name of this organization shall be the James Kennedy Public Library – Dyersville, Iowa.

## **Article II (Purpose)**

The object of this organization shall be to promote and improve library service to residents of Dyersville, and to all towns and county organizations who have contracts with the James Kennedy Public Library -- Dyersville, Iowa.

## **Article III (Members)**

This free public library of the city shall be under the control and direction of the Library Board Trustees. The board shall consist of nine members who shall be appointed by the Mayor and with the approval of the Council. At least one and no more than two members may be nonresidents. As the terms of office of the board expire, the Mayor, with the approval of the Council shall appoint their successors, each of whom shall hold office until his successor is appointed and qualifies.

The term of office of any member shall commence on the first day of July of the year in which they are appointed. A term of office shall be for four (4) years. Vacancies occurring on the board through death, resignation, or permanent removal from the City or a contracting area shall be filled by the Mayor, with the approval of the Council, but such appointment shall be only for the remainder of the unexpired term.

Citizens and residents of the City of Dyersville, over the age of eighteen are alone eligible to membership on the board as resident trustees. The nonresident members of the board shall be citizens and residents over the age of eighteen from the areas which contract with the James Kennedy Public Library for Library Service. Members of the board shall receive no compensation for their services. In the event an area ceases to contract with the City, a nonresident trustee from that area shall cease as trustee at the same time the area's contract expires or terminates, and such vacancy shall be filled in the same manner as a resignation if any portion of such trustee's term remains.

## **Article IV (Officers)**

Officers shall consist of a President, Vice-President, and Secretary. The President shall preside at all meetings, appoint committees, execute all documents authorized by the Board, and generally perform all duties associated with the office. In the absence or disability of the President, or of a vacancy in the Presidency, the Vice President shall assume and perform the duties of the President. The Secretary will record a true and accurate account of the proceedings of the Board of Trustees. In the absence or disability of the President and the Vice President, the

Secretary shall assume the duties of the President. The President and Secretary shall sign all disbursement lists prepared by the Director.

Election of officers shall be during a special meeting to be held immediately prior to the first regular Board meeting of the fiscal year. The sole purpose of this special meeting is election of officers. The new officers will assume their duties immediately thereafter. No elective officer shall hold the same office for more than three consecutive years. In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

#### Article V (Committees)

The following are the standing committees of the Board. The Board President appoints members. Terms end in July.

##### Personnel Committee:

The Personnel Committee will serve in an advisory role for the Board and be a resource for the director and staff regarding personnel issues. Functions of this committee include but are not limited to:

- Drafting and / or revising personnel policies for Board approval
- Reviewing job descriptions
- Reviewing wage and salary structure
- Responding to formal written staff grievances against the library director or when an employee appeals a decision by the library director
- Performing other duties related to personnel issues as requested by the President of the Library Board of Trustees or by the Board as a whole

##### Furnishings, Art and Facility Committee:

The Furnishings, Art and Facility Committee will serve in an advisory role for the Board and be a resource for the director when recommending and reviewing issues regarding the library facility and the needs for furnishings, decorating, equipment, and technology in the library. Functions of this committee include but are not limited to:

- Reviewing and recommending solutions to facility related issues to the Library Board
- Reviewing and recommending changes in furnishings and equipment to the Library Board
- Making decisions regarding the acceptance of donated furnishings, equipment, art, and decorative items
- Approving the use of the Hoffman Display unit for other temporary displays
- Performing other duties related to library facilities and furnishing as requested by the President of the Library Board of Trustees or by the Board as a whole.

##### Policy Committee:

The Policy Committee will serve in an advisory role for the Board and be a resource for the director when recommending, reviewing and / or revising library policies. Functions of this committee include but are not limited to:

- Reviewing and recommending changes in existing policies to the Library Board

- Working with the director and / or designated staff in researching and creating new policies needed by the library
- Performing other duties related to the creation, review, approval, or explanation of policies as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Finance Committee:

The Finance Committee will serve in an advisory role for the Board and be a resource for the director when reviewing library finances. Functions of this committee include but are not limited to:

- Reviewing financial documents
- Working with the director and / or designated staff to create a proposed annual budget
- Performing other duties related to finance as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Marketing and Public Relations Committee:

The Marketing and Public Relations Committee will serve in an advisory role for the Board and be a resource for the director when marketing and publicizing the library services. Functions of this committee include but are not limited to:

- Reviewing marketing and promotional policies and plans
- Working with the library director and / or designated staff to implement marketing and public relations strategies, including special programs and activities
- Performing other duties related to marketing and public relations as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Fundraising Committee:

The Fundraising Committee will serve in an advisory role for the Board and be a resource for the director when selecting, planning, and implementing fundraising activities to support the work of the library. Functions of this committee include but are not limited to:

- Working with the library director and / or designated staff to research, select, plan and implement fundraising activities
- Work with the library director and / or designated staff to identify library needs and / or services that might be enhanced by utilizing outside funding sources and fundraising
- Performing other duties related to fundraising as requested by the President of the Library Board of Trustees or by the Board as a whole.

### Article VI (Meetings)

The library board shall meet at the James Kennedy Public Library on the second Tuesday of each month. Meetings may be scheduled on alternate dates if needed. Special meetings may be called at the option of the officers. It is the responsibility of the President to set the date of the meeting, and of the Secretary to notify the members. Any member missing four consecutive meetings

without just excuse may be removed from the library board. Five members constitute a quorum. The Library director or representative shall be in attendance at all open meetings of the Board.

#### Article VII (Powers)

The Board of Trustees 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 Code of Ordinances of the City of Dyersville, Iowa. Chapter 22 of the Code of Ordinance addresses the responsibilities of the Library Board of Trustees. Further, The Library Board of Trustees shall have exclusive control of the expenditure of all portions of the municipal funds allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other money belonging to the library fund, including gifts, donations, funds raised on behalf of the library through special activities, and grants.

#### Article VIII (Yearly Reports)

The board of trustees shall each year make to the council a report of the year ending June 30<sup>th</sup> giving a statement of the condition of the library, the number of books added thereof, the number circulated, and the amount of money expended in the maintenance thereof during such fiscal year, together with such further information as may be deemed important.

#### Article IX (Amendments)

These by-laws may be revised or amended at any regular meeting by a two-thirds vote, providing the proposed amendments are received by each library board member thirty days prior to the meeting.

#### Article X (Order of Business)

Robert's Rules of Order, revised, shall govern this association in general.

Order of Business as follows:

- Agenda
- Agenda Consent Calendar
  - Correspondence and communications
  - Minutes
  - Librarian's report
  - Bills
  - Budget reports
  - Trust account reports
  - Program reports
  - Contract use reports
  - Grant reports
  - Friends of the James Kennedy Public Library reports
  - JKPL Endowment report
- Old business
- New business

Committee reports and action items  
Upcoming meetings and training  
From the floor  
Adjournment

Adopted 2/25/87; revised 10/93; 10/98, 8/02, 11/03  
Revised 11/04, 3/05, 9/05, 11/09, 11/ 2014  
Reviewed 2/2019; revised 12/2020