

Early Public Library

Board of Trustee's Application

Mission Statement:

The Early Public Library is a tax supported institution which uses print and electronic technologies to provide access to information for patrons of all ages to meet their educational, cultural, and recreation goals. The Early Public Library serves a diverse population in its quest for leisure, knowledge, and learning or programs and services that are provided equitably in an atmosphere that is friendly, responsive, and comfortable.

Name: _____ Phone: _____

Address: _____

E-Mail: _____

Occupation: _____

1.) Why do you want to be a member of the Board of Trustees?

2.) Are you able to attend meetings when called?

3.) Are you committed to serving the entire term if selected?

4.) Community Involvement

5.) Additional information or references you believe may be helpful in considering your application:

Please return all applications by May 31, 2024. Applications may be turned in to the Early Public Library or the City Clerk's office.

Signature of Applicant

Date

SECTION 2: LIBRARY BOARD BY-LAWS

ARTICLE I - GENERAL

The Board will comply with the Code of Ordinances, Early, Iowa and the Code of Iowa.

ARTICLE II - MEMBERSHIP

The Board of Trustees of the Library, hereinafter referred to as the Board, consists of five (5) members. A minimum of three (3) shall be resident members, and the balance shall be nonresident members. Members shall be over the age of eighteen (18) years.

All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident members are to be appointed by the Mayor with the approval of the County Board of Supervisors.

Each term shall commence on July 1.

All appointments shall be for six years, except to fill vacancies.

Vacancies will be filled by the Mayor, with approval of the Council, for an unexpired term.

All actions by the Board shall require a majority vote of the members present. The removal of a Library Director shall require a two-thirds vote of the full Board membership.

ARTICLE III - OFFICERS

The officers of the Board shall consist of a President, Vice President, and Secretary. The City Clerk shall serve as the Board Treasurer, but shall not be a member of the Board.

Officers shall be elected at the June meeting, with the office becoming effective July 1.

Terms of office shall be for two years, beginning in July of even-numbered years.

The President shall preside at all meetings. In the absence of the President, the Vice President shall assume the President's duties. In the absence of the President and Vice President, the Secretary shall assume the President's duties.

The Secretary shall record meeting minutes for the Board. In the absence of the Secretary, the President shall appoint another member to record the minutes.

ARTICLE IV - COMMITTEES

The Board may create committees as needed, with the committee chairperson being appointed by the President.

ARTICLE V - MEETINGS

Regular meetings shall be scheduled for the fourth Tuesday of each month at 6:00PM, from January through November. No December meeting shall be scheduled. All meetings will be held in the library.

A quorum shall consist of three board members. Board members may attend meetings physically or via electronic communications.

Special meetings of the Board may be called by the president, secretary, or the call of any two board members. Public notice of the monthly meeting shall be provided by the Library Director by posting a copy of the agenda 24 hours prior to the meeting.

All meetings of the Board are open to members of the public, except those that qualify for closed session according to Code of Iowa, Chapter 21.5.

Non-board members who wish to address the Board should request a place on the agenda at least 24 hours prior to the meeting.

The Board shall record meeting minutes and keep copies of the minutes available for the public. The Library Director shall be present at each meeting of the Board.

The Board shall conduct its meetings according to Robert's Rules of Order.

Absence from six consecutive meetings with no acceptable explanation shall be cause for removal from the Board.

ARTICLE VI - AMENDMENTS TO THE BYLAWS

Amendments to these bylaws may be adopted at any regular board meeting, provided that notice of the proposed amendments is given to all members of the Board in advance of the meeting. Approval of changes in the bylaws shall be by a majority vote of the Board members present.

SECTION 6: CITY ORDINANCE - LIBRARY

CODE OF ORDINANCES - EARLY, IOWA

CHAPTER 21

LIBRARY BOARD OF TRUSTEES

21.01 PUBLIC LIBRARY. The public library for the City is known as the Early Public Library. It is referred to in this chapter as the Library.

21.02 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of five (5) members. A minimum of three (3) shall be resident members, and the balance shall be nonresident members. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident members are to be appointed by the Mayor with the approval of the County Board of Supervisors.

21.03 QUALIFICATIONS OF TRUSTEES. All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident members of the Board shall be bona fide citizens and residents of the unincorporated County. Members shall be over the age of eighteen (18) years.

21.04 ORGANIZATION OF THE BOARD. The organization of the Board shall be as follows: 1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City of County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

21.05 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties: 1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board. 2. Physical Plant. To have charge, control, and supervision of the Library, its appurtenances, fixtures, and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a Library Director, and authorize the Library Director to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the Library Director, assistance and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the Library Director, by a two-thirds vote of the Board, and provide procedures for the removal of the assistance or employees for misdemeanor, incompetence, or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Purchases. To select, or authorize the Library Director to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery, and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefore unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify, or repeal rules and regulations, not inconsistent with this Code of 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.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council. (Code of Iowa, Ch. 661) 12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of funds allocated for Library purposes.