

**Waterloo Public Library
Board of Trustees
By-Laws**

Article I Name

The Board of Trustees of the Waterloo Public Library is the legally appointed, policy-making body governing the operation of the Library as representative of the Waterloo community.

Article II Powers and Duties

Section 1 The Code of Iowa, 392.5, provides for the City to adopt ordinances necessary for the appointment of a City Library Board of Trustees.

Section 2 The powers and duties of the Library Board of Trustees are set out and defined in Title 2, Chapter 5 of the Code of Ordinances, City of Waterloo, Iowa.

Article III Officers

Section 1 The officers will be President, Vice-President and Secretary who shall be elected at the July meeting during an even calendar year. Terms shall be for two years with a maximum of two consecutive terms per office.

Section 2 The President shall preside at all meetings of the board, authorize calls for any special meetings, be responsible for the initiation of the agenda of meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex officio spokesperson for the Board, and generally perform all duties associated with that office.

Section 3 The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 4 The Secretary shall keep a true and accurate record of all the meetings of the Board, shall execute all documents as authorized by the Board, and shall perform such other duties as are generally associated with that office.

Article IV Meetings

Section 1 Regular meetings shall be held each month, the date and hour to be set by the Board at its July meeting.

Section 2 Special meetings may be called by the President, the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Such meetings will follow all requirements of a regular meeting.

- Section 3 A quorum for the transaction of business at any meeting of the Board will consist of three members of the Board.
- Section 4 Unless otherwise specified by law, motions may be passed by simple majority of those present.
- Section 5 Proceedings of all meetings shall be governed by Robert's Rules of Order.
- Section 6 Order of Business:
- Roll Call
 - Approve Agenda
 - Oral Comments from Board, Staff and Public
 - Approve Minutes of Previous Meetings
 - Financial Report and Approve Expenditures
 - Usage Report
 - Director's Report
 - Informational Reports from Department Heads
 - Approve Items Referred for Board Action
 - FOL Liaison
 - Communications from Others
 - Committee Reports

Article V Committees

- Section 1 Ad Hoc committees shall be appointed by the President as needed.
- Section 2 The Board shall appoint a liaison to Friends of the Library.

Article VI General

- Section 1 The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.
- Section 2 Any procedural rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Reviewed by Board of Trustees. 1/12/2023
Amended by Board of Trustees. 1/09/2020
Amended by Board of Trustees. 2/11/14
Reviewed by Board of Trustees. 2/12/13
Reviewed by Board of Trustees. 2/09/09
Reviewed by Board of Trustees. 1/09/06