

Truro Public Library
Bylaws
Amended and Adopted February 2020

NAME AND PURPOSE:

1. The Truro Public Library Board of Trustees, hereafter referred to as the BOARD.
2. 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.

BOARD MEETINGS:

1. The Board shall meet on the 3rd Thursday of every month at 4:00 p.m.
2. A quorum shall consist of 3 members (from its total membership of 5 trustees).
3. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of the agenda 24 hours prior to any Board meeting.
4. The Board shall record the proceedings as minutes and shall keep copies of the minutes available for public inspection.
5. The Director of the Truro Public Library shall be present and participating at each meeting of the Board—If AT ALL POSSIBLE.
6. The Board will conduct its meetings according to parliamentary procedure as detailed in Robers' Rules of Order.

OFFICERS AND COMMITTEES:

1. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
2. The president shall preside at all meetings, appoint all committees, and generally perform all associated with the office. 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. The Board will also act as committees (Budget and Finance, Personnel, Public Relations, and others as needed).

MAJOR FUNCTIONS:

1. Hire and evaluate the library director.
2. Hire and evaluate the assistant librarian with recommendations of the Library Director.
3. Set salaries and benefits for the library's personnel.
4. Participate in the budget process and secure adequate financial support for the library's operations and services.
5. Set policies for the library's operations and services.
6. Engage in planning for the library's future.
7. Ensure Library Director's participation in training and continuing education.
8. Participate in Board training and educational opportunities.
9. Ensure the library's involvement in State Library and Library Service Area initiatives.

AMENDMENTS:

1. These bylaws may be amended at any meeting of the Board with quorum present, by a unanimous vote of the members present.