**WEST POINT PUBLIC LIBRARY BOARD BY LAWS**

1. **NAME AND GUIDING REGULATIONS**
   1. The West Point 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.

1. **BOARD MEETINGS**
   1. The Board shall meet on the second Tuesday of every month at 7:00p.m in the West Point Public Library’s community room.
   2. A quorum shall consist of 4 (four) members from its total membership of 7 (seven) trustees.
      1. However, if a quorum is not present at a meeting and there are bills that must be paid in a timely manner, the President, Vice President and one other board member can vote to approve to pay the bills for that month, either in person or via e-mail. The bills and a record of the vote must then be presented to the entire board at the next board meeting.
   3. The Board shall comply with *Iowa’s Open Meeting* law by printing and publicly posting a copy of its agenda 24(twenty-four) hours prior to the meeting.
   4. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
   5. The Director of the West Point Public Library shall be present and participating at each meeting of the Board.
   6. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of *Robert’s Rules of Order.*

III.  **OFFICERS AND COMMITTEES**

1. Officers shall be the board President, Vice President and Secretary and shall be selected at the annual meeting in July.
2. The President shall preside at all meetings, appoint all committees,

and generally perform all duties associated with the office. In the absence of the President, the Vice President shall assume the president’s duties.

1. The President shall appoint all ad hoc committees.
2. Each committee shall act in an advisory capacity and shall report its

recommendations to the full Board.

1. The secretary shall record all proceedings of the Board.

IV**. MAJOR FUNCTIONS**

1. Hire and evaluate the Library Director. Cooperate with the director

in the hiring of additional library staff.

1. Set salaries and benefits for the library personnel in cooperation

with the city council.

C. Participate in the budget process and secure adequate financial

support for the Library.

D. Set policies for the Library’s operations and services.

E. Engage in planning for the Library’s future.

F. Ensure that the Library Director and Staff participate in training and

continuing education.

* 1. Participate in Board training and educational opportunities.
  2. Ensure the Library’s involvement in State Library and Library Service Area initiatives.
  3. Replace board members as needed by providing the city council with a list of recommendations.

1. **AMENDMENTS**

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

Date reviewed and approved: September 11, 2012

Date reviewed and approved: April 8, 2014

Date reviewed and approved: April 11, 2017

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President of the Board