

ONAWA PUBLIC LIBRARY
ADMINISTRATIVE RULES
LIBRARY BOARD OF TRUSTEES BYLAWS

I. OFFICERS

Officers of the Board of Library Trustees shall be President, Vice-president, and Secretary.

II. ELECTION

The offices of President, Vice-president and Secretary shall be voted in at the annual meeting of the Board held in June for a term of one-year starting in July. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

III. MEETINGS

- A. The president shall preside at meetings of the Board of Trustees. In the absence of the president, the vice-president will preside. The secretary shall take minutes of the meetings and submit them for inclusion in a permanent minute book. In addition to the foregoing duties, each officer shall perform the duties, which by custom and law and the rules of this Board usually devolve upon such officers.
- B. The Board shall keep a record of its proceedings and the minutes will indicate that each member's vote is properly recorded on all motions.
- C. Members of the Board of Trustees shall receive no compensation for their services. Members may be reimbursed, however, for any reasonable and necessary expenses incurred in the performance of library business.
- D. The Board of Trustees shall meet the second Tuesday of each month at 4:00 p.m. At least 24 hours notice of such meetings will be given as required by the open meetings law, unless there is an emergency situation. In the event a meeting is held on less than 24 hours notice, there will be an annotation in the minutes of the emergency which required waiver of the 24-hour rule, and the local media will be notified. Before the regular June meeting, the annual meeting will be held. December is designated the budget planning meeting. The agenda for monthly and annual meetings shall be publicized at the City Office and at the Library.
- E. Special meetings may be called by the president or upon written request of three members, for the transaction of business as stated in the call. It is recommended that a notice stating the time and place of any special meeting and the purpose for which called shall be posted in the Library and given each member at least twenty-four (24) hours in advance of such meeting.
- F. A quorum for transaction of business shall consist of three members.
- G. Order of business shall be:
 - Call to order
 - Agenda approval
 - Minute approval: from previous meeting
 - Bill approval
 - Reports
 - Financial
 - Hourly
 - Accessions

Business
Librarian's report
Other business
Board member comments
Upcoming meetings
Adjournment

IV. REVIEW/EVALUATION

- A. The Library Director shall evaluate the performance of all staff employees for review by the Board at the December meeting
- B. The Board shall evaluate the performance of the Library Director for review by the Board at the December meeting
- C. The Board shall evaluate its own performance at the Annual Meeting in December.

V. LIBRARY DIRECTOR

- A. The Library Director shall be appointed by the Board of Library Trustees.
- B. The Library Director shall be considered an ex-officio member of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board of Library Trustees.
- C. The Library Director shall be held responsible for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the financial operation of the Library with the limitations of the annual budget.
- D. The Library Director shall attend all Board meetings. The Director does not have the power to vote.
- E. The Library Director shall be required to recommend merit increases for the Library staff. The Board of Trustees shall set the salary and merit increases of the Library Director. All salaries shall be reviewed annually by the Board of Trustees.
- F. The Library Director shall prepare and present quarterly and annual reports to the city council and attend any meetings where library information is requested.

VI. AMENDMENT

These administrative rules may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.