

The Washington Free Public Library

BYLAWS

Approved by the Washington Free Public Library Board of Trustees 01/08/2015

I. Name & Address:

The Name of the organization is “The Washington Free Public Library”. The address of the organization is: 115 W. Washington St.
Washington, IA 52353

II. Mission:

Washington Free Public library believes in the freedom to read and learn, and the freedom to compare and express ideas. WFPL strives to provide educational, cultural and social enrichment for all residents of the city of Washington and surrounding areas.

III. Board of Trustees (see Washington Ordinance Chapter 21)

- A. All Trustees must be residents of the City of Washington except for the two Trustees designated as County Representatives who must reside in unincorporated Washington County. All Trustees must be over the age of eighteen.
- B. The Board of Trustees consists of seven members.
- B. Trustees are appointed by the Mayor with approval of the City Council, except for County Representatives to the Board of Trustees, who are appointed by the mayor with approval of the County Board of Supervisors.
- C. Appointments to the Board of Trustees shall be for a six-year term except to fill vacancies. Each term shall commence on July 1.
- D. Regular appointments shall be made every two years. Terms shall be staggered so that no more than three trustees are new at one time.
- E. Tenure shall be limited to two successive six-year terms, with reappointment permissible following a two-year period of non-service. If a Trustee completes someone else’s unexpired term, four or more years of service shall be consider one complete term for tenure purposes.
- F. The position of any trustee shall be vacant if he or she resigns, moves out of a qualifying area of residence for the seat held, or is absent from six consecutive board meetings, except in the case of an illness or temporary absence from the community. Vacancies on the Board shall be filled according to Washington Ordinance 21.04(2), and the new trustee shall complete the unexpired term.

- H. A trustee shall receive no remuneration for serving as a library trustee.
- I. The Director of the Library, as an *ex officio* member of the Board shall:
 - 1. Attend all Board meetings.
 - 2. Carry out Board policies.
 - 3. Suggest policy changes.
 - 4. Report on Library activities.
 - 5. Submit bills for approval.
 - 6. Draft proposed budget.
 - 7. Advise the Board on personnel issues.
 - 8. Serve as the custodian of the financial records and official minutes of the Board of Trustees.
 - 9. Issue notice and post agenda for Board meetings.
 - 10. Notify Mayor of Board vacancies on the Board of Trustees.
 - 11. Any other duties assigned by the Board.

IV. Officers of the Board of Trustees

- A. At the annual meeting, the Board of Trustees shall elect from among its members a president, a vice-president, and a secretary.
- B. Terms of office shall be one year. Officers may succeed themselves in office provided that none serves more than three consecutive years in the same office.
- C. Duties of the president are:
 - 1. Preside at the meetings of the Board of Trustees.
 - 2. Appoint committees.
 - 3. Perform all duties generally associated with the office of president.
- D. Duties of the vice-president:
 - 1. Perform duties of the president in the president's absence.
- E. Duties of the Secretary:
 - 1. Record a true and accurate account of the proceeding of the Board of Trustees.
 - a. with the permission of the Board of Trustees a person other than the Secretary may record and submit minutes of the meetings to the Board for approval.

V. Meetings

- A. The Board of Trustees shall meet at least once a month.
- B. A quorum for the lawful transaction of business shall consist of the continued presence of any four trustees.

- C. All meetings shall be held in accordance with Chapter 21 of the Code of Iowa (Open Meetings).
- D. Electronic attendance at meetings, either via telephone or other means, shall be permitted.
- E. The president may call a special meeting by notifying Trustees 24 hours in advance of the special meeting.
- F. The agenda of each meeting (whether regular or special) with specific items of business shall be posted 24 hours in advance of that meeting at the library.
- G. Meetings shall be conducted according to Roberts' Rules of Order.

VI. Annual Meeting

The annual meeting of the Washington Free Public Library Board of Trustees shall be in July of each year. The annual meeting shall be held at the time and place appointed for the regular July Board meeting. The regular monthly meeting shall follow the annual meeting.