

**MARSHALLTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES BY-LAWS**

*Revised January 2019
Revised February 2022
Revised March 2024*

ARTICLE I NAME This organization shall be called “The Board of Trustees of the Marshalltown Public Library” and is established by the Marshalltown code of ordinances **§ 31.045 BOARD OF LIBRARY TRUSTEES.**

ARTICLE II OFFICERS The officers shall consist of a President, Vice-President, and a Secretary. Officers shall be elected for one year at the first meeting in July.

The duties of the President shall be to preside at all meetings, appoint all committees, authorize calls for any special meeting, and generally perform the duties of a presiding officer.

The Vice-President shall perform the function of the President in their absence.

The Secretary shall oversee the recording of all meetings, sign minutes approved by the Board, and perform other duties pertaining to the office of Secretary.

ARTICLE III COMMITTEES The President may appoint special committees as needed. These committees shall serve until a final report is made by the committee to the Library Board, at which time the committee dissolves of existence.

ARTICLE IV MEETINGS Regular meetings shall be held each month on the third Tuesday of that month. Meetings may be moved to accommodate school calendar, holidays or other events. Special meetings shall be held on the call of the President.

ARTICLE V QUORUM A quorum for the transaction of Library Board business shall consist of four members.

ARTICLE VI LIBRARY DIRECTOR The Library Director shall be employed and discharged by the Board and shall always be subject to the control and authority of the board. The Director shall be responsible for carrying out the policies of the Library Board. It shall be the duty of the Director to make statistical reports to the Library Board at each monthly meeting. The Director is responsible for recommending changes in policies or services for Board discussion.

ARTICLE VII EXPENDITURES The Director shall present a list of all outstanding bills at each monthly board meeting. The bills shall be discussed and approved or disapproved. When a bill has been approved the President or the Secretary will sign the warrant paying this bill. In the absence of the President or Secretary, the board member functioning in this capacity will sign the warrants.

ARTICLE VIII AMENDMENTS TO THE BY-LAWS Amendments to these By-Laws may be made by a majority vote of a quorum of the members of the board. No amendment may be voted on until the next meeting following its proposal.