

## **BY-LAWS OF THE BOARD OF TRUSTEES HUDSON PUBLIC LIBRARY**

### **General statement of by-laws:**

By-laws designate procedures for managing the legally established meetings at which the business of the library is conducted.

All Board of Trustees meetings are subject to Iowa's open meetings and public records laws and shall be announced by publication in the local newspaper prior to the meeting or posted in written form in a prominent place in the community.

Official minutes, financial records, and legal documents pertaining to the organization and operation of the library are a matter of public record and are available to the public when the library is open.

### **Time and place of meetings:**

The Hudson Public Library Board of Trustees meet on the first Monday night of the month at 5:30 p.m. in the library. The time and place for meetings can be changed by consensus of the membership of the Board. Special meetings of the Board may be called by the President or any two members of the Board.

### **Quorum:**

The business of the Hudson Public Library Board of Trustees shall be conducted by a quorum of the board (a simple majority of the membership). Committees, acting for the board, shall follow the same rule of quorum. Any variation of quorum shall be dictated by the membership of the Board of Trustees.

### **Form of meeting:**

The business of the Board of Trustees shall be announced to the board by agenda. The meeting agenda will be prepared by the Library Director with input from board members and library staff. The Agenda shall be posted and submitted to board members with any supporting documentation at least 24 hours prior to the meeting unless dictated by an emergency. The agenda shall include the minutes of previous meeting(s), financial reports, a listing of bills to be submitted for payment (audited immediately prior to the meeting), items of policy and administration, and reports of committees, staff, and board members. Also included will be a time for a public forum during which any member of the public may have 3 minutes to address the Board of Trustees. Written comments must be received by the library director 5 days in advance of the scheduled meeting. Any items that require further consideration by the board will be placed on the following month's agenda, as required by Iowa's open meetings and public records laws.

### **Consent Agenda:**

The Hudson Public Library Board of Trustees will approve on a single vote a consent agenda giving the trustees' approval of routine financial statements, bank statements, financial reports, and meeting minutes. Any trustee or the library director can ask to

have any consent agenda item pulled for individual consideration, discussion, and approval. Pulling an item from the consent agenda requires only the request of a single trustee or the director at the time a motion to approve the consent agenda is made and seconded.

**Membership and duties of the Board of Trustees:**

The membership of the Board of Trustees shall consist of seven (7) persons appointed by the City Council. Appointees must live within the city limits of Hudson. Terms shall be for six (6) years.

Vacancies on the board shall be filled by appointment by the Mayor with approval by the City Council. Appointees shall serve the unexpired term and shall be considered for reappointment at the end of that term.

Recommendations to fill vacancies on the Library Board shall be submitted to the Mayor by the Library Director with approval of the Library Board of Trustees.

Officers shall be elected by the Board and shall serve for two years. Officers to be elected are President, Vice President, and Secretary. Election of officers shall be at the regular July meeting.

Financial records are kept by the City Clerk, with financial reports submitted monthly by the Library Director and reviewed by the members of the board.

The Board of Trustees shall establish policy as set out in the City of Hudson ordinance governing them. They shall entrust the Library Director with the responsibility for enacting such policies.

The Board of Trustees delegates to the Library Director, the selection of books, magazines, media and all other library resources for public use.

**By-law changes:**

The Board of Trustees shall reserve the right to repeal or amend the by-laws by two-thirds (2/3) vote of the Board membership.

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| Submitted | 03/29/1993 |
| Approved  | 03/29/1993 |
| Amended   | 01/03/2000 |
| Amended   | 10/03/2005 |
| Amended   | 10/06/2008 |
| Amended   | 09/01/2010 |
| Reviewed  | 01/04/2016 |
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| Reviewed  | 08/29/2019 |
| Reviewed  | 08/01/2022 |
| Amended   | 06/05/2023 |