

## BYLAWS SOLON PUBLIC LIBRARY BOARD OF TRUSTEES

### ARTICLE I NAME AND PURPOSE

Section 1 This organization shall be known as the Solon Library Board of Trustees and shall operate a free public library for residents of the Solon area.

### ARTICLE II LIBRARY BOARD

Section 1 The Mayor, with the approval of the City Council, shall appoint seven persons to constitute a Board of Library Trustees. Any interested person of legal age is eligible for an appointment. Four members of this board will live within the city limits of Solon and three board members may reside in rural Solon. A majority of board members will reside within city limits. The Johnson County Board of Supervisors will review the names of those individuals who wish to represent the rural Solon area, before final approval is made by the Mayor and the City Council of Solon.

### ARTICLE III ORGANIZATION OF THE BOARD

Section 1 Terms and Qualifications All appointments to the Board shall be for four (4) years, except to fill vacancies. Appointments shall be made every two (2) years of one-third of the total number or as near as possible to the number, to stagger the terms of the board. Both a newly interested individual and a returning board member, whose term has expired, must fill out an application form describing their reason for serving, which should be turned in to the city office for review by the Mayor.

Section 2 Vacancies The position of any Trustee shall be vacant if he or she moves permanently from the City or school district or if he or she is absent without cause from six (6) consecutive regular meetings of the board, or if he or she is removed for cause by the Mayor with the approval of the City

Vacancies on the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

Section 3 Compensation Trustees shall receive no compensation for their services.

Section 4 Quorum and Voting All action by the Board shall require a majority vote of the whole number of members appointed to the Board. The removal of a Librarian,

however, shall require a two-thirds vote of the Board.

Section 5 Meeting Procedure The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rule of Order.

Section 6 Orientation of New Members Prior to the first regular meeting following their appointment, new members shall be provided with copies of the bylaws, pertinent sections of the City Code and other documents that would be useful to Board members in carrying out their duties, such as the Iowa Library Trustee's Handbook.

## ARTICLE IV POWER AND DUTIES

Section 1 Election of Officers The members will meet and elect from its members a President, a Vice-President, and a Secretary, and such other officers as it deems necessary. The City Clerk/Treasurer shall serve as Board Treasurer, but not be a member of the board.

Section 2 Physical Plant The Board has control and supervision of the Library, its appurtenances, fixtures, and rooms containing the same.

Section 3 Charge of Affairs The Board is to have charge and control of all affairs of the Library.

Section 4 Hiring of Personnel The Board is to employ a Librarian, and authorize the Librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

Section 5 Removal of personnel The Board may remove the Librarian, by a two-thirds vote of the entire Board, and may provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

Section 6 Purchases The Board may select, or authorize the Librarian to select, and make purchases, of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the

Library within budgetary limits set by the Board.

Reviewed: April 2014, February 26,  
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