

OLON PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

ARTICLE I. NAME AND PURPOSE

Section 1. This organization shall be known as the Solon Public Library Board of Trustees and shall operate a free public library for residents of the Solon area according to the City of Solon Code of Ordinances, Chapter 21.

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. 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 4. 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.

Section 5. 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.

ARTICLE IV. BOARD MEETINGS

Reviewed: April 2014, February 26, 2018, August 31, 2020, Revised January 30, 2023, Reviewed June 30, 2025

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1. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other place as the Board may determine.
2. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rule of Order.
3. Special meetings may be held at any time at the call of any member of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting and is duly posted.
4. A quorum at any meeting shall consist of four or more members.
5. An agenda for Board meetings shall be prepared by the Library Director in cooperation with the President of the Board. The agenda will be posted publicly 24 hours prior to the meeting in compliance with Iowa's Open Meetings law.
6. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
7. The Library Director or designated proxy shall be present and participating at each meeting of the Board.
8. All meetings of the Board are open to the public. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Library Director.

ARTICLE V. POWER AND DUTIES

The general powers and duties of the Solon Public Library Board are outlined in Chapter 392.5 of the Code of Iowa. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified Library Director.
2. Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the Library, including personnel policies and operational policies.
3. Reporting to and cooperating with other public officials, boards and the community as a whole to support a public relations program for the Library.
4. Working with the Library Director and City Public Works Director to oversee the care of the Library building, parking lot, and grounds.
5. Assisting in the preparation of and seeking adequate support for the annual budget.
6. Developing long range goals for the library and working toward their achievement.
7. Ensuring the library meets public library service standards as outlined in the manual *In Service to Iowa: Public Library Standards*.
8. Participating in a variety of board development training to meet the Accreditation Standard #8 recommended average of three to five hours per year per trustee.

ARTICLE VI. AMENDMENTS TO BY-LAWS

Section 1. Amendments to these By-Laws may be adopted at any regular meeting of the Library Board, provided that notice of proposed amendments be given to all members in advance of the meeting.

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