

Clinton Public Library
By-Laws of the Board of Trustees
Adopted July 22, 1902
Last revised: 3/17/2025

Article I Name

The name of the Board of Trustees of this public library, appointed pursuant to Clinton Municipal Code (1999 Code, § 27.01) under which it may acquire or convey property, contract, sue or be sued, or perform any other official act, shall be the Board of Trustees of the Clinton Public Library. The Board derives its powers from Section 392.5 Code of Iowa and other relevant sections.

Article II Government

The Board of Trustees of the library, hereinafter referred to as the Board, consists of nine resident members. All members are to be appointed by the Mayor with the approval of the Council, (1999 Code, § 27.02). All members of the Board shall be bona fide citizens and residents of the city. Members shall be over the age of 18 years, (1999 Code, § 27.03).

All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms. The Board shall have the authority set forth in § [31.003](#) to remove and replace Trustees under circumstances set forth therein. Trustees shall receive no compensation for their services, (1999 Code, § 27.04) (Ord. 2636, passed 4-14-2020).

The Board shall appoint and fix the salary of the Director who shall execute the policies adopted by this board. Among the Director's duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties; the submitting to the board of monthly and annual reports; and recommendations to the Board of such policies and procedures as in the opinion of the Director will promote the efficiency of the library in its service to the people of the city. The Director shall attend all meetings of the board and all committees unless otherwise excused by the Board. The Board shall set salaries, after considering the recommendations of the Director.

Article III - Meetings

Section 1. Regular meetings shall be held on the third Monday of each calendar month at the Clinton Public Library and at such other time and place as the board may determine.

Section 2. Special meetings may be held at any time at the call of the President or at the call of any two members of the board, provided that written notice thereof be given to all trustees at least twenty-four hours in advance of the special meeting.

Section 3. A quorum at any meeting shall consist of over 50% of currently appointed trustees.

Section 4. Members of the Board may participate in regular or special meetings by, or through the use of, any means of communication allowing all participants to simultaneously hear each other, such as teleconference or videoconference. If a meeting is conducted by such means, the presiding Officer shall inform all participants at the commencement of such meeting that a meeting is taking place at which official business may be transacted. Any participant in a meeting by such means shall be deemed present in person at such meeting.

Section 5. According to section 3.56.050 of the Clinton Municipal Code, any trustee absent from three consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city; or

moves permanently from Clinton, shall be removed from the Board and the position vacated. The vacancy will be filled by the Mayor with the approval of City Council, and the new trustee shall fill the unexpired term.

Section 6. The Director, in collaboration with the President of the Board, shall prepare an agenda for each meeting. The order of business will be:

1. Roll call
2. Presentations
3. Consent Agenda: Approval of Agenda, Minutes, Claims
4. Public comments
5. Ad HOC committee reports
6. Committee reports
7. City Council Liaison
8. Board education
9. Director's report
10. Old business
11. New business
12. Good of the order (communications & petitions etc.)

Section 7. The latest edition of Robert's Rules of Order shall govern the parliamentary procedure of the board.

Article IV - Officers

Section 1. The officers of the Board of Trustees shall be President, Vice-President, and Secretary elected in June of each year. The officers shall assume office at the July Board meeting and shall serve a term of one year, and until their successors are elected. No trustee shall be elected President of the Board for more than two successive terms. A vacancy in any office may be filled at any regular meeting for the balance of the term by majority vote of the Board.

Section 2. The duties of the President shall be to preside at all meetings of the Board, to appoint all committees and committee chairs, unless otherwise directed by the Board, and to perform such duties as are generally required of the office.

Section 3. The duties of the Vice-President shall be, in the absence of the President, to perform the President's duties.

Section 4. The Secretary shall assure a record is kept of the proceedings of the Board, and shall perform the duties which usually pertain to this office. In the absence of the President and Vice-

President, the Secretary shall perform the President's duties. When the Secretary is absent from a meeting, the Board shall choose a Board member, who is present, to serve as Secretary Pro Tempore.

Article V - Standing Committees

Section 1. The Board of Trustees of the Clinton Public Library may have such committees, standing or otherwise, as may be determined from time to time by the trustees. Each committee shall have and exercise such authority as may be conferred upon it by the trustees. The standing committees shall have three members on each committee.

Section 2. The membership of any committee shall be designated by the President or presiding officer at the July meeting each year, or as necessary during the year. The President is an ex-officio member of all committees. All committees will report to the full Board.

Section 3. The following are standing committees of the Board:

- A. Building Committee: This committee shall make recommendations and reports to the Board of Trustees on matters of library property, buildings, and capital improvement project requests.
- B. Finance Committee: This committee shall, in conjunction with the Director, prepare the annual budget and any necessary revisions for the approval of the Board. All outside audits will be reviewed.
- C. Planning & Advocacy Committee: This committee will annually review the Strategic Plan of the library, and will submit to the Board their recommendations for review. This Committee shall advocate for the library and recommend ways in which the citizens of Clinton can be made more aware of library services, and programs.
- D. Personnel & Policy Committee: This committee shall hire and annually review the Director. Work closely with the Director in developing and reviewing operating policies. Review staff positions, salaries, benefits, and any grievances from personnel.

Article VI – Claims

Section 1. All claims against the library must be presented and approved by the Board of Trustees before payment.

Section 2. All claims approved by the Board are to be paid from the library fund by orders drawn on the City Treasurer, signed by the Library Director, President and Secretary.

Article VII – Amendments

Amendments to these by-laws must be presented in writing and read at a regular meeting of the Board, but action must be postponed until the next meeting of the Board. Amendments may be adopted at any subsequent meeting by a majority vote of the Board. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the trustees present at any properly convened meeting. The subsequent vote shall be recorded as to yeas and nays in the official record.