

BYLAWS OF LAMONT PUBLIC LIBRARY

ARTICLE I: ORGANIZATION

Section 1 This organization shall be called the Board of Trustees of the Lamont Public Library, existing by virtue of the provisions of the Lamont City Council and exercising the powers and authority and assuming the responsibilities delegated to it under said statute Chapter 3588, Code of Iowa.

Section 2 The Board shall exercise its powers and duties by:

- A. Employing a competent and qualified library director.
- B. Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the library, including personnel policies and policies governing the selection of library materials, supplies, and equipment.
- C. Reporting to and cooperating with other public officials, board, and the community as a whole and to support a public relations program for the library.
- D. Assisting in the preparation of and seeking adequate support of the annual budget.
- E. Developing long-range goals for the library and working toward their achievement.

ARTICLE II: BOARD OF TRUSTEES

Section 1 The Library Board of Trustees shall consist of 5 members, one being a rural Buchanan County representative, to be appointed by the Mayor with the approval of the City Council. The terms of the office of such Library Trustees shall be six (6) years, except when vacancies are filled. Each term shall begin July 1.

Section 2 Vacancies on the Board of Trustees shall be appointed by the Mayor with the approval of the City Council. The appointee shall fill out the unexpired term for which the appointment is made.

Section 3 A trustee shall be asked to relinquish his/her position if missing three (3) consecutive meetings without adequate reason.

Section 4 Board members are compensated for preapproved duty related expenses.

ARTICLE III: MEETINGS

Section 1: The regular meeting shall be held the third Tuesday of the month at 10:00 a.m. at the Lamont Public Library.

Section 2: Special meetings may be held at any time at the call of the President or Secretary, or by two members of the board, provided that notice thereof is given to all trustees at least twenty-four (24) hours in advance of the special meeting.

Section 3: A quorum shall be required at a meeting for transaction of business. A quorum shall consist of three (3) members.

Section 4: Order of business shall be as follows:

1. Call to order
2. Approval of Agenda
3. Approval of Minutes
4. Bills
5. Public Comment
6. Correspondents
7. Librarians Report
8. Old Business
9. New Business
10. Other Concerns
11. Adjournment

Section 5: All meetings of the board are open to the public. Non-board members who wish to address the board shall do so during the "Citizen Input" section of the agenda.

Section 6: An agenda for the board meetings shall be prepared by the library director.

Section 7: The posting of the agenda shall be at the front window of the library twenty-four (24) hours before all meetings.

ARTICLE IV: OFFICERS

Section 1: The officers of the board shall consist of President, Vice-President, and Secretary. Their terms of office shall be one (1) year. The terms run from February meeting thru the end of January.

- A. The duties of all officers shall be those as dictated by custom and law in accordance with their titles. The President, when present, shall preside at all meetings of the Library Board of Trustees, and in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board of Trustees from time to time.
- B. The Vice President, in the absence of the president or in the event of the President's death, inability or refusal to act, shall perform the duties of the President. And when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or the Library Board of Trustees.
- C. The Secretary shall keep the minutes of the Board meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or Library Board of Trustees.

Section 2: The duties of all officers shall be in accordance with their titles.

ARTICLE V: LIBRARY DIRECTOR AND STAFF

Section 1: The board shall employ a qualified library director who shall be executive administrative officer of the library. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of the library services to the public and for its financial operation within the limitations of budget appropriations.

ARTICLE VI: COMMITTEES

Section 1: The president shall appoint committees of one or more members each for a specific purpose as the business of the board may require. The committee shall be considered to be discharged upon completion of the purpose for which it is appointed and after the final report is made to the board.

Section 2: All committees shall make progress reports to the board at each of its meetings.

Section 3: No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VII: GENERAL

Section 1: Amendments to these bylaws may be adopted at any regular meeting of the board, provided that notice of the proposed amendment(s) is given to all members of the board in advance of the meeting.

Adopted by Board of Trustees: 3/26/2009

Amended by Board of Trustees:4/21/ 2026