

Reinbeck Public Library by-laws

Article 1

Government

Section 1: The Board of Directors will be elected in accordance with the city of Reinbeck ordinance Chapter 16 (16.2) Referendum voted 1980.

Section 2: Officers to be elected according to City ordinance 16.5

Section 3: Board will work under most current issue of Roberts Rules of Order.

Article II

Meetings

Section 1: Business meetings shall be held monthly on the 2nd Monday of the month at the time stated in the standing rules.

Section 2: Special meetings may be called by the Chairman at his/her discretion.

Section 3: A quorum of three (3) must be present in order to determine any business. Two board members may approve bills.

Section 4: 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 at the beginning of the meeting.

Section 5: The annual budget shall be completed before the January city council meeting.

Article III

Duties of Officers

Section 1: A chairman shall preside at all meetings and shall supervise the affairs and activities.

Section 2: Vice-chairman shall assume all the duties of the chairman when the chairman is absent or resigns.

Section 3: Secretary shall keep permanent record of all meetings. Also the secretary shall keep a book containing a copy of the Reinbeck city ordinance that pertains to the library and by-laws, with all additions made, in addition to recording these items in the minutes.

Section 4: New board members will be given copies of all Reinbeck Library policies and access to the online Iowa Trustees Guide. Library director is in charge of orientation for new members.

Article IV

Personnel

Effective January 1, 1999, adopt the city personnel policies, with the following exceptions:

Section 1: The Library Board will make recommendations to the city administrator for the hiring of library employees.

Section 2: Salaries for all employees shall be set by the Board of Directors with final approval of the city council.

Section 3: A written evaluation of the performance of the librarian shall be made yearly by the library board. The librarian will do a yearly written evaluation of all staff.

Section 4: Assistant (s) shall be reimbursed for mileage driven in his/her own car for up to two (2) educational seminars per year. Mileage shall be considered from the library, rather than from home. When two or more persons are going to the same educational

seminar, mileage shall be paid to only one person unless board approval is given. Attendance to meetings is approved by the board, then reimbursement is made if meeting is approved.

Article V

Material Policies

Section 1: Free service to any Iowa resident as described in the Library Operations policy.

Section 2: Overdue books shall require a phone call to the borrower on the day after the due date or as soon as practical . A fine shall be levied after a second call and a larger fine after the third call. Videos are considered overdue at one (1) p.m. on due date with a fine levied at the time. The amount of the fines shall be stated in the standing rules.

If phone calls are not possible, patron may be contacted by mail or email, with fines levied according to same number of contacts as for phone calls.

Section 3: Selection of books and materials for the library is the responsibility of the librarian, who should take advantage of the opinion and judgments of reputable reviewing sources.

Section 4: Questions concerning a book or collection of books, or other library resources may be discussed with the librarian. Complaints regarding books must be presented in writing on a form which can be obtained from the librarian or assistant (s). The request will then be considered by the board , librarian, and assistant (s).

Article VI

Amendments

Section 1: Amendments to the by-laws must be submitted in writing to all members of the board thirty (30) days prior to vote. These by-laws may then be amended at any regular board meeting by a two-thirds vote.

Article VII

Miscellaneous

Section 1: Any contract work outside of regular staff shall be done by bid with the bid amount stated in the Standing Rules.

Section 2: The hours of the library are determined by need and are subject to change. The hours open shall be the decision of the Board. The library will be closed on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving, and Christmas.