

DES MOINES PUBLIC LIBRARY  
BY-LAWS OF THE  
BOARD OF TRUSTEES

I. Library Board

- A. According to the requirements of Chapter 2, Sub-chapter 8 of the Municipal Code, City of Des Moines, the Library Board of the Des Moines Public Library shall be organized. It shall consist of five members to be appointed from time to time by the Mayor, with the approval of the City Council.
- B. The Board shall exercise its powers and duties by:
  - 1. Employing a competent and qualified Director.
  - 2. Cooperating with the Director in determining and adopting written Polices to govern the operation and program of the Library including personnel policies and policies governing the selection of library materials, supplies and equipment.
  - 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. Assisting in the preparation of and seeking adequate support for the annual budget.
  - 5. Developing long-range goals for the library and working toward their achievement.

II. Officers

- A. The officers of the board shall consist of a President, Vice President and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than three terms in the same office.
- B. The duties of all officers shall be such as by custom and law and the rules of the Board usually devolve upon such officers in accordance with their titles.
- C. The Director shall ensure that a true and accurate account of all proceedings of the Board meetings is kept. The Director shall have no vote.

III. Meetings

- A. Regular meetings shall be held on the third Tuesday of the month alternating between the Central Library board room and the branch library meeting rooms.

The date, time, and location may be re-scheduled by agreement between the Director and the President of the Board.

- B. The Annual Meeting will be held in July each year.
- C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof is given to all Trustees at least 24 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of three or more members.
- E. Order of business:
  - Call to order
  - Guest introduction
  - Approval of minutes of previous meeting
  - Financial report
  - Unfinished business
  - New business
  - Report of the Director
  - Marketing report
  - Foundation report
  - Branch/department reports
  - Scheduled public comment
  - Adjournment
- F. An agenda for Board meetings shall be prepared by the Director in cooperation with the President of the Board.
- G. All meetings of the Board are open to members of the public who wish to observe. Non-Board members who wish to address the board should request to be placed on the agenda not later than twenty-four hours before the time established for the meeting. The request may be directed to the Board President, the Board Secretary, or the Library Director. Speakers who wish to address the Board must include their names, addresses, and topics in their requests. Speaking time is limited to five minutes per person. If the topic is not on the formal agenda, the Board will not discuss it. However, the Board President may elect to include the item on the following month's agenda.
- H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

#### IV. Committees

- A. The Board may appoint such special committees as may be needed from time to time.

V. Director

- A. The Director is appointed by the Board and serves in this position at the pleasure of the Board, subject only to provisions of such written or verbal agreement of employment as may be entered into.
- B. The Director shall be considered the executive officer of the Board and shall have the sole charge of the administration of the library under the direction and review of the Board.
- C. The Director shall be held responsible for the care of the buildings and equipment for the employment and direction of the staff, for the efficiency of library's service of the public, for the operation of the library under the financial conditions set forth in the annual budget. The Director or his/her designee shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

VI. Limitations

- A. No member of the Board, or immediate relative of the Library Board member, or relative of the Library Director shall be considered for staff employment on a full-time basis.
- B. No member of the Board or any administrative member of the library shall use the resources business, finances and contracts of the library for personal use or profit.

VII. Amendments

- A. These By-laws may be amended at any regular meeting of the Board. The proposed amendment or amendments must be submitted in writing at the previous meeting and submitted and voted upon at the next meeting, and approved by a majority of the board membership.

VIII. These By-laws will be in force upon adoption by the Board as of July 12, 1977.

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President  
Board of Trustees  
Des Moines Public Library

Adopted effective July 12, 1977  
Amended effective November 12, 1992  
Amended effective September 16, 2003, pursuant to Board Resolution No. 03-01  
Amended effective May 15, 2007  
Amended effective January 17, 2012  
Amended effective June 18, 2013