

## **I. Library Board**

This organization shall be called “The Kendall Young Library Board of Trustees.”

According to the requirements of Kendall Young’s Will and Ordinance #114, City of Webster City, which “accepted and agreed to” the terms of the Will, “the said trust estate, the income therefrom, the said library and all that pertains thereto shall be managed and controlled by a board of five trustees. Whenever a vacancy shall occur in the board of trustees it shall be filled by a vote of the electors of the City, at the next annual election of the City, and the term of any person elected trustee shall be five years and until their successor is elected and qualified. Until the vacancies are so filled the remaining members of the board of trustees may fill the vacancies existing in the board, and the person so appointed shall serve until the next annual election of the City, and until his successor is elected and qualified.”

“Any of the trustees herein appointed, or that may hereafter be elected to execute this trust may be removed for cause and a violation of any of the directions herein contained relative to the care and management of said trust estate and library and the duties imposed hereunder shall be cause for removal of any trustee.”

“Said trustees shall at their first meeting in every year select one of their number as chairman (president) and another one as secretary, and a treasurer who may or may not be a member of the said board of trustees.” A vice president and a gifts chairperson are also elected. Officers shall serve a term of one year or until their successors are duly elected and installed. Officers may succeed themselves.

The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

The secretary prepares correspondence as needed and performs such other duties as are generally associated with that office. The library director acts as assistant secretary and prepares the library board meeting minutes.

The treasurer has the primary responsibility to cosign all checks. All board members are authorized to sign checks.

The gifts chairperson oversees the acknowledgement of gifts made to Kendall Young Library.

## **II. Meeting**

Regular meetings of the Kendall Young Library Board of Trustees are held on the third Monday of each month at 6:00 p.m. in the library meeting room or other location as announced. Special meetings may be called by the chairman.

A majority of the trustees shall be a quorum for the transaction of business.

An agenda for the board meetings shall be prepared by the library director and the board president. Agendas are posted on the library bulletin board and are distributed to the Freeman Journal and KQWC to notify the public of upcoming meetings.

The order of business for regular meetings shall include, but not be limited to the following items:

- a. Minutes of the previous meeting
- b. Public Input
- c. Farm report
- d. Income & Endowment report and Disbursements report
- e. Director's Report
- f. Old Business
- g. New Business
- h. Other
- i. Adjournment

All meetings of the board are open to members of the public who wish to observe. The agenda of the meeting shall include an item for Public Input. Any person wishing to address the board during Public Input shall provide their name and address for inclusion in the official record. The board president reserves the right to set time limits for public input, normally three minutes. Additional time may be granted at the discretion of the board president. There is no guarantee that issues brought forth during Public Input will be addressed by the board at the current or a future meeting. The board will not take action on any Public Input unless the specific issue has been published in the official agenda for a regularly scheduled or specially called board meeting.

Non-board members who wish to address the board about a specific issue should request a place on the agenda not less than five (5) days before the time the agenda is

published. The request may be directed to the board president, the board secretary or the library director.

Roberts Rules of Order shall govern in the parliamentary procedure of the board.

### **III. Committees**

The library board has four standing committees:

- a. Building and Grounds
- b. Finance
- c. Farm
- d. Technology

The board president appoints two trustees to each standing committee at the January board meeting. The director is an ad hoc member of each member. The farm manager is an ad hoc member of the Farm Committee.

The board president shall appoint special committees of one or more members each for specific purposes as required by the business of the library. The committee shall be considered discharged upon completion of the project and after the final report is made to the board.

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

### **IV. Library Director and Staff**

The board shall employ a qualified library director to supervise the general operation of the library. The director is responsible for hiring personnel and making sure they are sufficiently trained to complete their assigned tasks. In regard to the library board meetings, the director prepares the agenda in cooperation with the library board president, presents the director's report, cosigns checks and writes the minutes of the monthly meeting.

### **V. Suggested Yearly Timetable**

January	Election of Kendall Young Library Board officers Final budget is presented and approved Review Authorized signers on bank accounts and CDs Make Standing Committee assignments Schedule standing committee meetings
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February	Review policies (ongoing throughout year)
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	Schedule board training
March	Review Library Goals and Objectives Present new Library Goals and Objectives Public Library Association convention (every other year)
April	Schedule entrance meeting with accountant National Library Week
May	Order Memorial Day flowers for the Kendall Young grave Children's Book Week
June	Summer Reading Program for all ages American Library Association convention
July	Summer Reading Program for all ages
August	Contact City Clerk for trustee election petitions (odd years) Standing committee reports
September	Review policies Annual audit report presented Submit annual report to the Iowa Attorney General
October	Review professional staff (Library Director) Iowa Library Association convention
November	First draft of the library budget is presented Review support staff (Library Director) Staff and Volunteer appreciation
December	Final draft of the library budget is presented, pending year-end investment portfolio valuation Auditor is selected Review Library Director

## **VI. Bylaw Amendments**

The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been received by all members at least 24 hours prior to the meeting at which such action is proposed to be taken.

\*Quotes refer to the Kendall Young Will and City Ordinance #114

Bylaws accepted by the Kendall Young Library Board of Trustees February 11, 1997.  
Bylaws reviewed and revisions accepted by the Kendall Young Library Board of Trustees  
December 14, 1999; September 10, 2001; January 10, 2006; February 10, 2009; August 14,  
2012; February 9, 2016, December 19, 2016, August 12, 2019, April 19, 2021.