

## **Graettinger Public Library By-Laws**

The Graettinger Public Library will provide the people of Graettinger and the surrounding area with free and equal access to the library's services. The Library will be open to the public 40 hours per week and managed by a Library Director. A five member Board of Trustees will oversee library operations according to Graettinger City Ordinance 21.

The library will serve the community with the following objectives:

1. To promote enlightened citizenship
2. To enrich personal lives
3. To encourage continuous self-education

To achieve these objectives the library will:

1. Assemble, preserve and administer books and related materials.
2. Make its books and related material readily available to the public.
3. Provide free and equal services to all citizens of the area.

The Board of the Graettinger Public Library will meet on the first Wednesday of the month at 4:30 p.m. in the library at least 10 times out of the year. A quorum will consist of three members of the five-member board. The board shall comply with the Iowa Open Meeting Laws by posting the meeting agenda at the Post Office, City Hall and in the Library at least 24 hours in advance of the meeting. The board shall record its proceedings as minutes and shall keep the minutes available for public inspection. The director of the Graettinger Public Library shall be present and participate at each meeting. The board will conduct its meetings according to parliamentary procedures.

Officers shall be the board president, vice president and secretary and shall be elected at the annual meeting in July. The president shall preside at all meetings. In the absence of the president, the vice president shall preside. The secretary shall keep the minutes of all meetings.

The board will:

1. Hire and evaluate the library director.
2. Set salaries and benefits for the library's personnel.
3. Participate in the budget process and secure adequate financial support for the library's operations and services.
4. Set policies for the library's operations and services.
5. Engage in planning for the library's future.
6. Ensure library director and staff participation in training and continuing education.
7. Participate in board training opportunities.
8. Ensure the library's involvement in State Library and Library Service Area initiatives.

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

Approved: 1/8/2014

Revised: 10/8/2014

Revised: 12/13/2017

Reviewed: 10/14/2020

Revised and approved: 2/7/24