



## **By-Laws**

Adopted by the Mediapolis Public Library Board of Trustees

Reviewed October, 2004

Reviewed March, 2006

Reviewed September, 2008

Reviewed October, 2010

Reviewed September, 2013

Reviewed May, 2015

Reviewed July, 2017

Reviewed January, 2019

Reviewed January, 2021

**Mission Statement:** The mission of the Mediapolis Public Library is to provide places and services to connect the community to the world and to each other.

### **Library Board:**

The general powers and duties of the Mediapolis Public Library Board are outlined in Chapter 392.5 of the Code of Iowa.

- The board shall exercise its powers and duties by:
  - Employing a competent and qualified director.
  - Cooperating with the director in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies govern the selection of library materials, supplies and equipment.
  - Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
  - Assisting in the preparations of and seeking adequate support for the annual budget.
  - Developing long-range goals for the library and working toward their achievement.
  - Determining the hours of the library in conference with the director.
  - Three members of the Board shall constitute a quorum.

**Officers:**

- The Board of Directors shall consist of five members appointed by the mayor with the vote of the council for a six-year term each. Directors shall be residents of the Mediapolis community.
  - The Board of Directors shall be allowed to appoint non-voting member(s) from the rural community for a 6-year term. They may be reappointed for a maximum of 2 consecutive terms.
- Elected officials shall include a President, Vice-President, Secretary, and Board Treasurer.
  - The President conducts monthly meetings with the Vice-President serving in the President's absence.
  - The City Clerk pays all major bills and shall attend the financial portion of all board meetings. All budgeted income will be given to the City Clerk for deposit.
  - The Secretary records board meeting minutes.
  - 1/3 of the Board members shall submit resignations to the town council each 2 years. They may be reappointed a maximum of 2 consecutive terms.

**Meetings:**

- Meetings will be held on the 2<sup>nd</sup> Monday of each month at 5:00 pm unless otherwise specified.
- The Library Director shall prepare a yearly budget and a monthly report to submit to the town council.
- Financial support for library administration comes from several sources.
  - Taxation from the Town of Mediapolis
  - Des Moines County Tax to be distributed among existing county libraries according to contract.
  - Private memorial funds from individuals and societies
  - Friends of the Library
  - Other sources