

# By-Laws of the Paullina Public Library

## Article I - NAME

This organization shall be called “The Board of Trustees of the Paullina Public Library” existing by virtue of the provisions of Chapter 392.5 of the Code of Iowa, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

## Article II - OFFICERS

**Section 1.** The officers shall be a president, a vice president, a secretary and a treasurer, elected from among the appointed trustees at the annual meeting of the board.

**Section 2.** Officers shall serve a term of one year from the annual meeting at which they are elected.

**Section 3.** The president shall preside at all meetings of the board, authorized calls for any special meetings, 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.

**Section 4.** 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.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

**Section 6.** The treasurer shall keep an accurate record of how much and where the library funds are kept. (Ex. general fund, money market, cd...)

## Article III - MEETINGS

**Section 1.** The regular meetings shall be held each month, the date and hour to be set by the board.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in January of each year.

**Section 3.** The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Roll call of members
- (b) Disposition for minutes of previous regular meeting and any intervening special meetings
- (c) Financial report and bills to be allowed
- (d) Action on bills
- (e) Progress and service report of director
- (f) Committee reports
- (g) Communications
- (h) Unfinished business
- (i) New business
- (j) Public presentation to, or discussion with the board
- (k) Adjournment

**Section 4.** Special meetings may be called by the secretary at the direction of the president, or at the request of 4 members, for the transaction of business as stated in the call for the meeting.

**Section 5.** A quorum for the transaction of business as stated in the call for the meeting.

**Section 6.** Conduct of meetings: Proceeding of all meetings shall consist of 4 members of the board present.

#### **Article IV - LIBRARY DIRECTOR**

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction.

#### **Article V - COMMITTEES**

**Section 1.** The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

**Section 2.** All committees shall make a progress report to the library board at each of its meetings.

**Section 3.** No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

#### **Article VI - GENERAL**

**Section 1.** An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

**Section 2.** The bylaws may be amended by the majority vote of all members of the board provided written notice of the amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

**Section 3.** Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the board shall be present.

**Revised and Approved: January 9, 2026**

**Scheduled for Review: January 2029**