

COLO PUBLIC LIBRARY BY-LAWS

1. Board Selection
 - A. Openings should be publicized at least one month before filing.
 - B. Applicants will be required to fill out application form.
 - C. Applicants may be filling an unexpired term of a previous member. Each term is for 3 years and they may serve 2 three year terms, plus the unexpired term.
 - D. Applicants are appointed to the Library Board upon approval by the City Council.
2. Time and place of meetings
 - A. Board will meet every month on the 4th Monday evening at the Library. Time of meeting to be 7:00 P. M.
 - B. Board must hold at least 10 meetings a year.
 - C. Special meetings may be called as necessary.
 - D. Must conform to the Open Meeting law.
3. Attendance requirements for Board Meetings
 - A. Notify librarian or board president that you will be unable to attend.
 - B. After 2nd missed meeting, without reasonable excuse, a reminder shall be sent to the absentee member from the president.
 - C. Any Board member missing 3 consecutive meetings, without a reasonable excuse, may be dismissed by official notification by the Board after voting upon.
4. Vacancies
 - A. Any vacancies on the Board shall be filled in the same manner as a regular Board selection.
 - B. A letter of resignation should be sent to the Director by anyone desiring to resign.
5. Duties
 - A. Board members shall review, approve and amend any policies that are necessary.
 - B. Board members shall review the annual budget with Librarian, and assist Librarian in presentation to City Council.
 - C. Board members shall make necessary decisions at monthly meetings.
 - D. Board members shall support Library activities in any form necessary.
6. Quorum

A quorum is a majority of members as defined by city code.

7. Committees
 - A. Committees may be appointed by the president as deemed necessary.
 - B. Budget committee consists of Librarian, Board president and another Board member.
8. Budget
 - A. Should be prepared by Librarian and Budget Committee and presented to the Board annually. Budget should be presented at November Library Board meeting.
 - B. Board should approve a proposed budget which will then be presented to the City Council at their January meeting.
 - C. Budget may be amended by Board, upon approval of City Council, as the situation dictates.
9. Reports required to be prepared by Librarian
 - A. Monthly circulation reports to the Board and City Council. Statistics kept monthly for Access Plus and Open Access, filed as requested by State Library.
 - B. A yearly report shall be sent to the State Library, Iowa Library Service Area, and made available to the public in the Colo Public Library.
 - C. A yearly report shall be made to the Library Board and Council as Stated in City Coed 4-1.10.
10. Amending By-Laws
 - A. The By-Laws may be amended by quorum of Board.
 - B. Amendment(s) must be [presented one month, and voted on the next month.
11. Meeting Agenda
 - A. Call to order
 - B. Roll Call
 - C. Reading of previous minutes
 - D. Treasurer's Report
 - E. Weekly Report
 - F. Monthly Report
 - G. Librarian's Report
 - H. Old Business
 - I. New Business
 - J. Adjournment

Revised September 30, 2020