Sioux Center Public Library
Board of Trustees
By-Laws

Article I: Establishment

According to the requirements of Ordinance #SC-0-7-83, 11-23-83, City of Sioux Center, the Library Board of the Sioux Center Public Library shall consist of nine members to be appointed by the mayor with the approval of the city council.

Article II: Object

The purpose of the library is to fuel Sioux Center's passion for reading, personal growth, and learning.

Article III: Members

All board members shall be eighteen years of age or older. One member may be a rural resident and the remaining members shall be residents of the city of Sioux Center.

Article IV: Officers

Section 1: The officers shall be a president, vice-president, and secretary. Their duties shall be those usually associated with said office, and those prescribed by these by-laws and by the parliamentary authority adopted by the board.

Section 2: The officers shall be elected bi-annually at the December meeting and take office in January. The vice-president shall succeed to the office of president.

Section 3: Terms of office are two years. No member shall hold more than one office at a time.

Section 4: A vacancy in any office shall be filled at the next regular board meeting.

Article V: Meetings

Section 1: The Board shall meet on the second Monday of each month at 5:00 PM in the library or at such other time and place that may be determined provided all required notice for such time and place is provided.

Section 2: Special meetings may be called by the president, or by two members. All members must be give at least twenty-four hours' notice.

Section 3: A quorum at any meeting shall be five or more members.

Section 4: The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.

Section 5: The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

Section 6: The Director of the library or designee shall be present and participating at each meeting of the Board, except in the event the Board enters a closed session, which shall not have any person other than Board members present.

Section 7: The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

Article VI: Committees

Section 1: The president shall appoint standing committees by the January meeting which follows an election. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board. That is, no committee shall have the authority to act on its own motion.

Section 2: The finance committee shall be composed of three members. It shall prepare, with the library director, an annual budget for approval by the Board and presentation to the City Council.

Section 3: A building committee of three members shall be responsible for maintenance of the library building.

Section 4: A policies and personnel committee of three members, along with library director, shall be responsible for formulation and annual review of the personnel handbook and all library policies. Library director may be given authority to write policy from the direction of the board. They shall also be responsible for handling personnel issues as needed.

Section 5: A social committee of two or three members shall be responsible for recognizing staff years of service, staff retirement, planning the annual board/staff social, and recognizing staff on other "library-related" holidays such as National Library Worker's Day.

Section 6: The president may appoint special committees as needed. The president shall be ex officio a member of all committees.

Article VII: Amendment of By-Laws

These by-laws can be amended at any regular meeting of the board by a two-thirds vote of all members, provided that notice of proposed amendments has been given to all members in advance of the meeting.

Updated 12/2013, Article 5, Sec. 6 Updated 1/2016; Updated 9/10/18; Reviewed 1/16/2023; Updated 2/2026