



## Carnegie-Evans Public Library

203 Benton Ave.  
Albia, Iowa 52531  
<https://www.albia.lib.ia.us>  
1(641)932-2469



### BY-LAWS OF THE CARNEGIE-EVANS PUBLIC LIBRARY

The Board of Trustees of the Carnegie-Evans Public Library adopts the following by-laws, rules and regulations as we deem expedient for the governance of the library.

MEETINGS: The regular meetings of the Board of Trustees shall be held the second Tuesday of each month, at 4:00 p.m., at the library or at an alternate time or location designated by the Board of Trustees in the Agenda of the Meeting of the Board of Trustees.

SPECIAL MEETINGS: Special meetings may be called by the President or upon the request of two members of the Board of Trustees for the transaction of business as stated in the call for the meeting.

OFFICERS: The officers of the Board of Trustees shall be chosen by the Board and shall be as follows: President, Vice-President and Secretary. The President of the Board shall preside at all meetings.

In the absence of the President, or his or her inability to serve, the Vice-President shall assume the duties of the President.

The Secretary of the Board shall keep a true and accurate account of the Board meetings and have custody of the minutes and other records of the Board.

Officers shall serve for a term of three years. At the end of the initial three-year term the Officer may serve an additional term of three years. If an Officer has served two consecutive three-year terms, that Officer must not serve as an Officer for one year.

COMMITTEES: Special Committees for special problems and projects may be appointed by the President and shall serve until the completion of the work for which they were appointed.

QUORUM: A Quorum for the transaction of business shall consist of a majority of the board members. If a quorum is not present, a vote by phone can be counted.

ORDER OF BUSINESS: The regular monthly meetings shall follow this general Agenda with additions and/or modifications as necessary:

1. Roll call of members present and absent, and guests.
2. Review of minutes of the last meeting, discussion and approval.
3. Correspondence and Communication.



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4. Approval of invoices submitted.
5. Review of financial reports from the previous month.
6. Report of the Director
7. Report of special committees.
8. Unfinished Business.
9. New Business.
10. Adjournment.

**AMENDMENTS:** These By-laws may be amended at any regular meeting of the Board with a quorum present, by a majority vote, provided review of the Bylaws was stated in the Agenda.

**MINUTES:**

1. The minutes of the meeting of the Board of Trustees serve, after their approval, as the legal record of all actions of the Board of Trustees.
2. Minutes may be revised or approved only at the Board of Trustees' regular monthly meeting.
3. The Recording Secretary is responsible for the preparation of accurate minutes for every Board of Trustee meeting.

**POWERS AND DUTIES OF THE BOARD OF TRUSTEES:** As described in the Code of Iowa and the City Code.