

Greenfield Public Library

Bylaws

Name. This organization shall be called the “Board of Trustees of the Greenfield 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 statutes.

Officers. There shall be a president, a vice president, and a secretary elected from among the appointed trustees at the July board meeting. Officers shall serve a term of one year from the annual meeting at which they are elected until their successors are duly elected.

The president shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member at all committees, and generally perform the duties and functions of the president.

The vice-president, in the event of the absence or disability of the president or other vacancy in that office, shall assume and perform the duties and functions of the president.

The secretary shall keep true and accurate records of all the meetings of the board and shall perform such duties as are generally associated with the office and shall keep on record in the library a copy of all minutes from regular and special meetings. In the absence or inability of the secretary, these duties shall be performed by such other members of the board as the board may designate.

The city clerk will keep true and accurate reports of financial accounts.

Meetings. There shall be 12 regular meetings during the year held on the second Tuesday of each month at 5:00 pm at the Greenfield Public Library. Meeting dates may be changed by board approval. Proceedings of all meetings shall be governed by Robert’s Rules of Order (revised).

Meetings may be attended in person or virtually via telephone or videoconferencing technology, such as Zoom, as long as the platform allows for real-time participation. A quorum for the transaction of business at any meeting shall consist of four (4) members of the board, whether present in person or attending remotely. Members attending virtually shall be considered "present" for all purposes, including voting. The board shall ensure that virtual participation maintains transparency, public access, and adherence to open meetings laws.

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 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) Call to order
- B) Any public presentations to or discussions with the board
- C) Disposition of minutes of previous regular and any intervening special meetings
- D) Financial report of the library as prepared by city clerk
- E) Action on bills
- F) Librarian's Report
- G) Committee Reports
- H) Communications
- I) Unfinished business
- J) New business
- K) Adjournment

A special meeting may be called at the direction of the president or at the request of 2 members, for the transaction of business as stated in the call of the meeting.

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Staff. The board shall appoint co-directors or director who best fit the established job description developed by the library board. The co-director/director shall be the executive and administrative officers on behalf of the board and under its review and direction. They shall direct the care and maintenance of library property, provide for an adequate and proper selection of books in keeping with the stated policy of the board, provide for an adequate and proper selection of books in keeping with the stated policy of the board, provide for the efficiency of library service to the public and provide for the operation of the library within the financial limitations of the budget.

Committees. The president shall appoint committees of one or more members each for such specific purposes as the board may require. All committees shall keep the board informed of their activities and progress. No committee shall have other than advisory powers unless, by suitable action of the board, the committee is granted specific power to act.

Amendment. These bylaws may be amended by a majority vote of all members of the board provided the proposed amendment was presented at the previous meeting and voted on at the next monthly meeting.

Approval February 04, 2020

Amended June 15, 2023

Amended March 11, 2025