



## **Cascade Public Library**

### **Board of Trustees – Bylaws**

#### **Article 1: Identification**

The name of this organization is the Board of Trustees of the Cascade Public Library – Cascade, Iowa

#### **Article II – Purpose**

The purpose of this organization is to promote and improve library service for our library patrons.

#### **Article III – Members**

The Cascade Public Library will be under the control and direction of the board of library trustees. The library board shall consist of five members. Traditionally and historically, and without definition by ordinance, the Library Board has identified and recommended candidates for Trustee appointments who shall be appointed by the mayor with the approval of the City Council. Members must be residents of the City of Cascade, and over the age of eighteen.

The term of office of any member will commence on the first day of July of the year in which they are appointed. The term of office shall be for three (3) years. Vacancies on the board shall be filled by appointment by the mayor, by and with approval of the city council. Such appointees are to fill out the unexpired term for which the appointment is made.

The removal of any trustee permanently from the city, or his/her absence from two consecutive meetings of the board, except in case of sickness, or without due explanation of absence, shall render his/her office as trustee vacant.

#### **Article IV (Officers)**

The president, and secretary of the Board of Trustees shall serve a term of one fiscal year July 1 to June 30. Officers may be re-elected.

#### **Article V (Meetings)**

The Board of Trustees of the Cascade Public Library shall meet on an every-month basis. All meetings will be held at the Cascade Public Library at 4:30 p.m. on the first Tuesday of the month. Meetings may be scheduled on alternative dates if needed. Compensation to board members is \$15.00 per meeting. A quorum for the transaction of any meeting shall consist of 3 members of the Library Board present in person.

All meetings shall be held in compliance with Iowa's Open Meeting Laws. The rules contained in *ISU: Simplified Parliamentary Procedure*, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Public Comment will be limited to 5 minutes per person during a Library Board Meeting. An individual wishing to speak for more than 5 minutes should notify the Library Director that they would like to be placed on the agenda for the meeting no later than the Thursday prior to the upcoming Library Board Meeting.

#### Article VI (Powers)

The Board of Library Trustees shall have exclusive control of the expenditure of all portions of municipal funds allocated for library purposes by the council, and of the expenditure of all money available by gift or otherwise. Bills of the library will be approved by the Library Board of Trustees at the monthly meetings, then submitted to the city clerk for payment.

#### Article VII (Amendments)

These by-laws may be revised or amended at any regular meeting by a two-third vote, providing the purpose of the proposed amendment be received by each board member prior to the meeting.

***Adopted:*** 2/5/15

***Revised:*** 6/1/16, 2/1/18, 3/1/20, 11/6/23, 4/1/25

***Reviewed:*** 10/8/24



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Monica Recker, President, Cascade Public Library Board of Trustees