

CHAPTER 22

LIBRARY BOARD OF TRUSTEES

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22.01 PUBLIC LIBRARY ESTABLISHED. A free public library for the City is known is hereby established to be known as the Clive Public Library (the “Library”).

22.02 BOARD OF LIBRARY TRUSTEES.

1. The Board shall consist of an odd number (between five and nine) of resident, voting members, appointed by the Mayor, with the approval of the Council, for overlapping three-year terms. Members of the Board shall serve without compensation but may receive reimbursement for their actual expenses. Seven (7) members shall initially be appointed, including two (2) Board members whose terms shall expire one (1) year after the effective date of their appointment, two (2) Board members whose terms shall expire two (2) years after the effective date of their appointment, and three (3) members who will serve a full three-year term. Thereafter appointments shall be made for three-year terms. In the event a vacancy arises, a new Board member shall be appointed by the Mayor with the approval of the Council, and the Board member so appointed shall serve out the unexpired term. Said vacancy shall be filled within sixty (60) days after the position becomes vacant.

2. Any Board member may be reappointed; provided no person may serve for more than three consecutive full terms which may be either preceded or succeeded by a partial term.

3. Any Board member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chair of the Board or any Board member may be removed from the Board for good and sufficient cause upon the recommendation of the Board, with the concurrence of the Mayor and Council.

4. The Board members shall annually elect, by majority vote, a Chairperson, to preside over all meetings of the Board, and a Secretary, who shall keep minutes of its meetings.

22.03 QUALIFICATIONS. Members of the Board of Library Trustees shall be at least eighteen (18) years of age and reside within the corporate limits of the City.

22.04 POWERS AND DUTIES OF THE BOARD. The Board of Library Trustees shall have and exercise the following powers and duties, subject to review by the Council:

1. The Board may adopt, amend or repeal bylaws governing the activities of the Board and relating to its duties.
2. The Board shall develop and oversee plans for the development and maintenance of the public library facilities, furnishings and fixtures.
3. The Board shall provide recommendations and advice to the City Manager regarding control and supervision of the public library staff.
4. The Board shall have the authority to adopt, amend or repeal policies, rules and regulations, not inconsistent with law, for the use of the public library facilities and resources, including establishing and enforcing penalties for violations of the rules and regulations regarding the public's use of the Library.
5. The Board shall provide recommendations and advice to the Director of Library Services regarding selecting and purchasing books, pamphlets, magazines, periodicals, papers, maps, journals, audiovisual matters, software, other library materials, furniture, fixtures, computer equipment, stationery and supplies for the Library within budgetary limits.
6. The Board shall have the authority to authorize the use of the Library by nonresidents of the City and to fix charges therefor.
7. The Board shall have authority to accept gifts of real property, personal property or mixed property, and devises and bequests, including trust funds, on behalf of the Library; to coordinate with the City Manager for the establishment of a special trust and agency account, to determine, consistent with the City's annual budget process, the expenditures of the funds in the special trust and agency account for the improvement of the Library; and to enforce the performance of conditions on gifts, devises and bequests accepted.
8. The Director of Library Services, in consultation with the Board, shall prepare an annual budget request for the Library's operation, based upon the municipal fiscal year, and submit the same to the City Manager for review and incorporation into the City Manager's budget request prior to being submitted to the Council.
9. Immediately following the close of each municipal fiscal year, the Board shall made an annual written report to the Council which shall contain a statement of the Board's activities during the preceding year, statements regarding the condition of the Library, the number of books and other materials added thereto, the number circulated, the amount of fines collected, and recommendations for proposed activities for the coming year.

22.05 CONTRACTING WITH OTHERS FOR THE USE OF THE LIBRARY. The Board may recommend contracting with any other boards of trustees of free

public libraries of any other city, school organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.

22.06 NONRESIDENT USE OF THE LIBRARY. The Board may authorize the use of the Library by nonresidents in any one or more of the following ways:

1. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or upon payment of a special nonresident library fee.
2. By establishing depositories of library books or other materials to be loaned to nonresidents.
3. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents.
4. By establishing branch libraries for lending books or other library materials to nonresidents.

22.07 APPEAL PROCESS. Any person aggrieved by a decision of the Board of Library Trustees may file an appeal with the Council within thirty (30) days of the action appealed from.

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