

**ROLFE PUBLIC LIBRARY
BOARD OF TRUSTEES**

The Board of Trustees, hereafter called the Board, shall be appointed in accordance with the "Ordinance to Establish a Public Library and to Provide for the Appointment, Powers and Duties of a Board of Library Trustees," Title 1, Chapter 10, of the code of the City of Rolfe, Iowa, which is attached at the end of these policies. The duties of the Board shall be those described in the code.

When a vacancy occurs on the board, the Board shall discuss and choose a replacement, and make a recommendation to the mayor who makes the appointment.

There shall be monthly meetings of the Board (only 10 meetings are required each year), with the Library Director present. Three trustees shall constitute a quorum. These meetings shall be on the third Wednesday of each month, at 5:00 p.m. in the library, unless otherwise scheduled.

At the July meeting, the Board shall elect a president, vice-president, and a secretary. The Rolfe City Clerk handles all treasurer activities.

At the October meeting, the Board shall update the policies of the Rolfe Public Library as needed.

At the November or December meeting, the Board shall review the budget for the upcoming year.

Yearly, the Board shall evaluate the director and other staff to make any recommendations that the Board deems advisable.

The Board shall devise a long-range plan for the Rolfe Public Library and together with the Library Director will implement such a plan.

Each Board member must earn 3 to 5 continuing education hours per year.