

NASHUA PUBLIC LIBRARY  
SECTION 1.1  
LIBRARY GOVERNANCE

BOARD APPROVED: 11/21/13  
REVIEWED: 9-12-18  
REVISED: \_\_\_\_\_

---

Welcome to the Nashua Public Library, City of Nashua, Chickasaw County, Iowa. This policy manual was written to describe and outline the Nashua Public Libraries policies and procedures.

DISCLAIMER

This policy manual is provided for informational and action purposes. The policies and procedures described in this manual may be revised by the Library Board, library director, and staff without prior notice. The Library retains the exclusive right to revise the manual at any time. When changes are made, they will be posted on a requested basis. Any promises, representations or actions by a Library official or staff member that are contrary to this manual are not the official policy of the library, and are of no force or effect.

CITY CODE

**21.01 PUBLIC LIBRARY.** The public library for the City is known as the Nashua Public Library. It is referred to in this chapter as the Library.

**21.02 LIBRARY TRUSTEES.** The Board of Trustees of the Library, hereinafter referred to as the Board, consists of six (6) resident members and one nonresident member. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident member is to be appointed by the Mayor with the approval of the County Board of Supervisors.

**21.03 QUALIFICATIONS OF TRUSTEES.** All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of eighteen (18) years.

**21.04 ORGANIZATION OF THE BOARD.** The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

**21.05 POWERS AND DUTIES.** The Board shall have and exercise the following powers and duties:

1. **Officers.** To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.
2. **Physical Plant.** To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. **Charge of Affairs.** To direct and control all affairs of the Library.
4. **Hiring of Personnel.** To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
5. **Removal of Personnel.** To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.
6. **Purchases.** To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.
7. **Use by Nonresidents.** To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.
8. **Rules and Regulations.** To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.
9. **Expenditures.** To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of

all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City on behalf of the Library.

*(Code of Iowa, Ch. 661)*

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

**21.06 CONTRACTING WITH OTHER LIBRARIES.** The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate 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.

*(Code of Iowa, Sec. 392.5 & Ch. 28E)*

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five percent (5%) in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be

submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

**21.07 NONRESIDENT USE.** The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. 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 County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

**21.08 EXPENDITURES.** All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

*(Code of Iowa, Sec. 384.20 & 392.5)*

**21.09 ANNUAL REPORT.** The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

**21.10 INJURY TO BOOKS OR PROPERTY.** It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

*(Code of Iowa, Sec. 716.1)*

**21.11 THEFT.** No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

*(Code of Iowa, Sec. 714.1)*

**21.12 NOTICE POSTED.** There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure To Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

*(Code of Iowa, Sec. 714.5)*

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

*(Code of Iowa, Sec. 808.12)*

**BOARD OF TRUSTEE BYLAWS**

**Section I**  
**Library Board**

- In accordance with Chapter 21 of the City of Nashua Ordinance, the Nashua Public Library Board of Trustees will have six (6) resident members and one (1) nonresident member at times and for terms of service as specified in the noted Ordinance. All resident members are to be appointed by the Mayor with the approval of the Council. The non resident member is to be appointed by the Mayor with the approval of the County Board of Supervisors.
- The general powers and duties of the Nashua Public Library Board of Trustees are specified in Chapter 21 of the Municipal Code of the City of Nashua.
- The Board will exercise its powers and duties as follows:
  1. Employ a competent and qualified individual to serve as Librarian, also hereinafter called the Director.
  2. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in Section V of the Bylaws. This evaluation will be performed annually under the direction of the President of the Board.
  3. Cooperate with the Director in determining and adopting written policies to govern all operations and programs of the Library.
  4. Report to and cooperate with other public officials, boards and the Nashua community in support of a good public relations program within the community.
  5. Assist in the preparation of and seek adequate support for the annual Library budget.
  6. Develop long-range goals for the Library and work toward the achievement of these goals.

## **Section II** **Officers**

- The officers of the Board will be President, Vice President and Secretary, each serving terms of one year. Officers may succeed themselves in office, but may serve no more than three terms in the same office. An officer must be a Board member during his/her term in office. All officers shall be elected at the Annual July meeting of the Board. Each officer shall continue to serve until the next Annual July meeting, subject to early resignation or removal. Vacancies in any office may be filled by Board appointment for the remainder of the term at the next regular meeting of the Board after the vacancy occurs. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.
- Duties. The president shall preside at meetings of the Board of Library Trustees. The vice president shall preside at meetings of the Board of Library Trustees when the president is absent. The secretary shall take minutes of each meeting and transcribe the minutes of the meeting for approval at the next meeting of the Board of Library Trustees. In addition to the foregoing duties, each officer shall perform such other duties as the Board may from time to time direct, as well as those duties which custom or law may assign to the office according to its title.

## **Section III** **Meetings**

- Regular meetings will be held monthly in the Library, with the date, hour and location being determined by the Board
- Special meetings may be held at any time, at the call of either the President or any two (2) members of the Board; however, at least twenty-four hours advance notice of the special meeting must be given to all Trustees.
- A quorum at any meeting will consist of four (4) or more Trustees.
- An agenda for each regular Board meeting will be prepared by the Director in cooperation with the President and sent to the Trustees prior to the meeting, together with necessary discussion materials.
- The agenda will be made available to the public prior to the meeting, by posting it in the Nashua City Hall and the Nashua Public Library.



- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-Board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated within the agenda.
- Robert's Rules of Order will govern the parliamentary procedures of the Board.
- Notice and conduct of meetings shall be in keeping with the requirements of the Iowa Public Record and Open Meetings Law, Code of Iowa, Chapters 21 and 22.

#### **Section IV** **Committees**

- The President may appoint ad hoc committees as needed. If a committee member is unable to serve, a replacement will be appointed by the President.
- Examples of committees are, but are not limited to Budget, Building, Personnel and Executive.

#### **Section V** **The Director**

- The director's duties and responsibilities will be as follows:
  1. Select the library materials – books, magazines, audio, video, etc.
  2. Maintain and operate the physical plant
  3. Recruit, hire, train and assign members of the library staff
  4. Keep the Board informed of the finances, public services, personnel, collections, condition of the physical plant and other developments, changes and problems within the Library
  5. Prepare as directed by the President, the agenda for the monthly meeting of the Board and collect and distribute such documents and materials necessary to accomplish the goals of the agenda
- The Director ordinarily will be expected to attend all meetings of the Board

#### **Section VI** **Amendments to Bylaws**

- Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been given to the Trustees at least 48 hours prior to meeting. These Bylaws shall be reviewed annually.

NASHUA PUBLIC LIBRARY  
SECTION 1.4  
LIBRARY GOVERNANCE

BOARD APPROVED: 11/21/13  
REVIEWED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

---

The Nashua Public Library has been established for the purpose of serving the basic informational, educational and recreational reading, listening, and viewing needs of this community. The Nashua Public Library attempts to be a cultural force in the community by acting as a storehouse of ideas. Specialized and comprehensive needs will be met using the more extensive library facilities provided by Regional, State, and Federal library agencies.

#### PURPOSE & OBJECTIVE

The Nashua Public Library will strive to attain the following primary goals in order to achieve the purpose set forth in the above mission statement.

1. Selection of books and other materials for use in the development and enrichment of the human spirit.
2. Provide advice and guidance in the use of these materials.
3. Information, research and technological services to aid in the search form knowledge and learning.
4. Cooperation with groups and organizations in the community in stimulating education and cultural activities.

## LIBRARY BILL OF RIGHTS, FREEDOM TO READ & FREEDOM TO VIEW

The Nashua Public Library joins with other libraries in the United States in supporting the LIBRARY BILL OF RIGHTS and its interpretations and the FREEDOM TO READ and FREEDOM TO VIEW statements of the American Library Association, which are appended as part of this policy document.

### LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all the people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, race, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.