

**WASATCH COUNTY LIBRARY BOARD OF DIRECTORS**

See [Utah Code 9-7-502 & 9-7-503](#).

Process for filling a “new” Library Board vacancy.
(Rev. 06/12/2024)

Definitions:

- “Trustee” is used interchangeably with “Board member.”
- A “new” vacancy occurs when the trustee has completed their second full term of office or upon the resignation of a trustee.

Process:

- (1) Post the vacancy online for 2 weeks.
 - a. Send information to the IT Help Desk to post on the County website banner.
 - b. Post on the Library website.
- (2) Advertise and promote the vacancy in the newspaper and online through social media and word of mouth.
- (3) The application form will be filled out online.
- (4) The application packet will include:
 - a. A printed copy of the application form.
 - b. A cover letter with links, dates, and contact information.
 - c. The trustee recruiting brochure.
- (5) The Library Director will collect all applications received and share them with the Board.
- (6) The Library Board will review all the applications and select the top candidate. This process may involve an in-person or virtual interview of the candidates.
- (7) The Library Director will send all the applications to the County Manager with the Board’s recommendation for the Council’s approval.

WASATCH COUNTY LIBRARY BOARD OF DIRECTORS

Process for “reappointing” a Library Board member.
(Rev. 06/2024)

Definitions:

- “Trustee” is used interchangeably with “Board member.”
- A “reappointment” occurs when the trustee has completed the unexpired term of a Board member who resigned or when the trustee has completed their first full term of office.
- “Executive meeting” is a closed meeting as described under UCA 52-4-205 for the discussion of the character, professional competence, or physical or mental health of an individual.

Process:

- (1) The Library Board will convene an executive meeting to discuss the reappointment of a trustee.
- (2) In an open meeting, the Library Board will make a motion on the reappointment of the trustee.
- (3) If a motion to reappoint the trustee passes, the Board will instruct the Library Director to forward the Board’s recommendation to the County Manager for the Council’s approval.
- (4) If a motion to reappoint the trustee does not pass or a motion to not reappoint the trustee passes, the Board will follow the process for filling a new Library Board vacancy.