



# Uintah County Library Board By-Laws

## Article I. – BOARD OF DIRECTORS

**Section 1.** Under the provisions of Chapter 7, Title 9 Utah Code Annotated 1953, as amended, and Title 2 Chapter 2.26 of the Uintah County Code, the Library Board of the Uintah County Library shall consist of no fewer than five, and no more than 9 board members from Uintah County. One board member shall be a current Uintah County Commissioner. The ~~remaining board members shall be appointed by the~~ Uintah County Commissioners shall appoint the remaining board members. Each director shall serve without compensation, but any actual and necessary expenses incurred in the performance of the board members' official duties, including training, may be paid from library funds.

**Section 2.** ~~The~~ Library Board members are to be appointed to a four-year term, ~~Or~~ until ~~the board member's~~ their successor is appointed. Initially, appointments shall be made for one-, two-, three-, and four-year terms, and ~~the~~ one member of the Uintah County Commission for the term of his or her elected office. Annually thereafter, the Uintah County Commission shall, before the first day of July of each year, appoint, for a four-year term, one board member to take the place of the retiring board member. A board member may be re-appointed for 1 (one) consecutive term. Board members shall serve not more than two consecutive full terms. Board members appointed to fill an unexpired term may serve up to eleven consecutive years. Board members shall annually select a chairperson and a secretary. The Uintah County Commission may, by resolution, remove any board member for misconduct or neglect of duty. Vacancies on the board shall be filled for the unexpired terms in the same manner as original appointments.

## Article II – OFFICERS

**Section 1.** Library Board officers shall consist of a chairperson and a secretary. Officers shall be elected by a vote of all members of the Library Board attending at its June meeting and shall serve for one year from July 1st through June 30th. An officer may be re-elected to an office.

## Article III – OFFICERS' DUTIES

**Section 1.** The Chairperson shall preside at all meetings, authorize calls for any special meeting, and generally perform the duties of the Presiding ~~o~~fficer. The Chairperson shall, with the assistance of the ~~librarian~~ Library Director, arrange for library staff to take minutes of all board meetings, which staff will (under the supervision of the board secretary) maintain all official records of the board's actions. The Chairperson shall only vote on the election of officers and to break a tie vote of the board.

**Section 2.** The Secretary of the Board shall (with the assistance of library staff assigned by the

~~Librarian~~ Library Director) keep a true and accurate account of all proceedings of board meetings. ~~A-The secretary shall keep a~~ typed copy of the minutes for Library Board records ~~shall be approved by the secretary.~~ The minutes, ~~as well as and~~ library policies, shall be made available to the public at the ~~front desk of the~~ Library's front desk. In the absence of the Chairperson, a member of the board shall preside at meetings and perform the ~~duties of the~~ Chairperson's duties.

## Article IV – MEETINGS

**Section 1.** Regular board meetings shall be held on the third Wednesday of each month, at 1:00 p.m. at a Uintah County Library conference room, as specified in the notice. All regular board meetings are to be open to the public.

**Section 2.** The ~~Librarian~~ Library Director will create an agenda for each regular meeting. The ~~Librarian~~ Library Director will ~~insure~~ ensure the agenda and notice of all regular meetings are published and posted in accordance with county ordinance and state statute. Special meetings may be called at any time by the Chairperson, provided that written notice ~~thereof of the meeting~~ is given to all Board members at least 24 hours in advance, pursuant to Utah Code Section 52-4-201.

**Section 3.** A quorum shall consist of the majority of the Board Members. All board members ~~are to~~ have equal voting rights, ~~with the exception of except for~~ the Chairperson, who ~~will~~ may vote only ~~vote~~ to elect officers, in the case of a tie ~~vote~~, and ~~for to~~ approve proposed changes to the Bylaws.

**Section 4.** Any persons or group wishing placement to be placed on the agenda for regular Board meetings shall give written notice to the ~~Librarian~~ Library Director or ~~Chairperson of~~ the Board Chairperson five business days in advance of the meeting. Groups are to be represented by one spokesperson.

**Section 5.** The following provisions govern any meeting at which one or more members of the Board ~~appears~~ telephonically or electronically pursuant to Utah Code Section 52-4-207. The anchor location is the physical location from which the electronic meeting originates or from which ~~the participants are~~ connected. The anchor location, unless otherwise designated in the notice, shall be at the offices of Uintah County Library in Vernal, Utah.

If one or more members of the Board participate electronically or telephonically, public notices of the meeting shall so indicate. In addition, the notice shall specify the anchor location where the members of the Board who are not participating electronically or telephonically will ~~be meeting~~ and where interested persons and the public may attend and monitor the open portions of the meeting.

When notice is given of the possibility of a member of the Board appearing electronically or telephonically, any member of the Board may do so and shall be counted as present for purposes of a quorum and may fully participate and vote on any matter coming before the Board.

At the commencement of the meeting, or at such time as any member of the Board initially appears electronically or telephonically, the Chair shall identify for the record all those who are appearing telephonically or electronically. Votes by members of the Board who are not at the physical ~~location of the~~ meeting location shall be confirmed by the Chair.

## Article V – COMMITTEES

**Section 1.** Administrative responsibilities shall be delegated to the ~~Librarian~~ Library Director. No standing committees shall be appointed ~~which~~ that are devoted to these activities.

**Section 2.** The entire board shall act as a “Committee of the Whole” when considering budget requests, personnel, financial reports, etc.

**Section 3.** The Board Chairperson may appoint Ad Hoc committees ~~for the to~~ study and investigate ~~ion of~~ temporary problems, ~~may be appointed by the Chairperson of the Board~~ to serve until the completion of the work for which they are assigned. ~~The participation of the p~~ublic participation shall be sought for such study and investigation.

## Article VI –DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The duties of ~~the~~ Board are enumerated in U.C.A. 9-7-504

## Article VII – DUTIES AND RESPONSIBILITIES OF THE ~~LIBRARIAN~~ LIBRARY DIRECTOR

**Section 1.** Serve as an Executive Officer (non-voting) to the Library Board.

**Section 2.** Be solely responsible for the administration of the library under the general policies adopted by the Library Board.

**Section 3.** Recommend ~~such policies and procedures~~ to the Library Board policies and procedures that promote the efficient operation and administration of the library and improve services to its patrons.

**Section 4.** ~~The Librarian shall h~~ire and supervise all library personnel in accordance with the county merit system, personnel policies and procedures, and compensation plans approved by the County Commission.

**Section 5.** Be responsible for all ~~properties belonging to the~~ library property.

**Section 6.** Submit monthly and annual reports to the Library Board on the progress, activities, and finances of the library.

**Section 7.** When considering the disposition or deaccessioning of archival materials, historical documents, photographs, manuscripts, government records, or other items in archival collections, consult with the Historic Preservation and Museum Advisory Board in accordance with Uintah County Code Section 2.26.055 to obtain advisory recommendations, while retaining final decision-making authority under the Library Board.

## **Article VIII – LIBRARY PERSONNEL**

**Section 1.** Library personnel are county employees ~~of the county~~ and are subject to the county merit system, personnel policies and procedures, and compensation plans approved by the county commission.

**Section 2.** All Library personnel are under the direct supervision and direction of the ~~Librarian~~ Library Director.

## **Article IX – CLOSURE SCHEDULE**

**Section 1.** At the November meeting of the Library Board of Directors, the ~~Librarian-Library Director~~ shall submit a proposed Library Closure schedule for the upcoming calendar year. This schedule shall detail the specific days and times the Library will be open to the public. This schedule will be either approved as presented or modified by ~~both~~ the Board and/or the Uintah County Commission ~~prior to~~ before being adopted by the Board at the December meeting.

## **Article X – PROPOSED BY-LAWS CHANGES**

**Section 1.** Written ~~notification notice~~ of any proposed changes in the by-laws must be given to the Library Board at least a month in advance. ~~The changes must be ratified by a  $\frac{3}{5}$  majority of the Board; must ratify the changes,~~ or, if no notice is ~~not~~ given, ~~they must be passed~~ by unanimous vote.

*Article I was amended May 17, 2000*

*\*Articles II and III were affirmed, and Article IV was amended July 19, 2000*

*Articles VII, VIII, and IX were affirmed September 20, 2000. Amended in their entirety July 27, 2005\**

*Article III, Section 2 and Article VI were amended July 26, 2006.*

*Article IV, Section 1 was amended in October 2018.*

*Article IV, Section 1 was amended on June 24, 2022.*

*Article IV, Section 1 was amended on August 30, 2023.*

*Article IV, Section 1 was amended on August 30, 2024.*

*Article IV, Section 1 was amended on November 15, 2024.*

*Articles VII, VIII, and IX were amended on February 17, 2026 to incorporate the Uintah County Library Regional History Center into the Library Board governance structure.*

#### **IMPLEMENTATION NOTE**

*These amendments to the Library Board By-Laws are proposed to align with amendments to Uintah County Code Chapters 2.25 and 2.26, which formally establish the Uintah County Library Regional History Center under Library Board governance. The amendments clarify the Library Board's authority over all Regional History Center operations while establishing appropriate consultation with the Historic Preservation and Museum Advisory Board on disposition decisions.*

*These by-law amendments should be adopted following approval of the corresponding ordinance amendments by the Uintah County Commission.*