

1.05 Bylaws of the Library Board (PLEASE EDIT by Feb 19, 2022!)

Article I: Name & Membership

Section 1: This organization shall be called "The Board of ~~Directors~~ Trustees of the Grantsville City Library" existing by virtue of the provisions of Chapter 9-7-402 of the Laws of the State of Utah, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. It exists also by virtue of the provisions of Resolution 2013-01 of the Grantsville City Code, which establishes a library board with five (5) members. Grantsville City Ordinance 2019-20 amends the number of trustees to seven (7) members.

Section 2: The Board shall consist of seven (7) voting trustees, recommended by the Board and appointed by the Grantsville City Council, and may serve two terms of one to four years each. Terms will be staggered.

Section 3: If a board member resigns before their term is complete, a replacement will be found by the Board to finish the remaining time. Trustees appointed to fill mid-term vacancies shall serve until the end of the term of the member replaced. As this is a partial term, that person shall be eligible for two more full terms.

Section 4: A local High School representative and a member of the Grantsville City Council may serve on the board as non-voting members. The Library Director shall attend all Board meetings, except in the case of a closed session, when the Board may meet privately.

Article II: Officers

Section 1: The officers shall be a chair, ~~and~~ a vice chair, and a secretary elected from among the appointed members, at the annual meeting of the board.

Section 2: A slate of officers shall be prepared from nominations made from the floor during the annual meeting under the direction of the chairman of the board.

Section 3: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There are no limits to the number of times a member may serve in a particular office.

Section 4: The chair shall preside at all meetings of the board, authorize calls for any special number of meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5: ~~In the absence of the chair, the vice chair shall assume and perform the duties and functions of the chair; in the event of the absence or disability of the chair, or of a vacancy, in that office shall assume and perform the duties and functions of the chair.~~

Section 6: ~~The secretary shall be an assigned duty of the library staff, and shall be a member of the board.~~ The secretary shall keep a true and accurate record of all meeting of all meetings of the board, ~~shall issue notice of all regular and special meetings, and shall perform other duties as assigned.~~

Article III: Meetings

The board will conduct meetings in accordance with UCA §52-4-201, the Utah State Open and Public Meetings Act, and will make proper accommodations for electronic meetings as outlined in UCA §52-4-207.

Section 1: Time: The regular meetings shall be held each month, or at least each quarter. The dates, and time will be set by the board at its annual meeting.

Section 2: Location: The regular meetings shall be held at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah, or at such other place that the board may designate.

Section 3: Meeting attendance: Every member of the board shall attend the board meetings unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the board secretary, or the library director, or chair of the board. The chair shall recommend to the mayor replacement of any board member with two consecutive unexcused absences.

Section 4: Not to vote unless present: No member of the board shall be permitted to vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person.

Section 5: Explaining the vote: After the vote is taken, any member of the board desiring to explain his/her vote shall be allowed an opportunity to do so.

Section 6: The annual meeting shall be for the purpose of the election of officers, and will be held at the regular meeting in January of each year.

Section 7: The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in order as determined by the chair of the board:

- A. Call to order
- B. Roll call of members and introductions
- C. Approval ~~Disposition~~ of minutes of previous regular meeting and any intervening special meeting.
- D. Director's report ~~of the library~~
- E. Committee reports
- F. Unfinished business
- G. New business
- H. Public ~~presentation to, or discussion with, the board~~ Comments
- I. Adjournment

Section 8: Special meetings may be called by the chair or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 9: A quorum shall consist of four members of the board present for the transaction of business at any meeting.

Section 10: Conflict of Interest: A Board Member shall not participate in any decision or recommendation involving the Library in which they have a personal financial interest. Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The Chair of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and discussion.

Section 11: Conduct of meetings: The board will utilize Robert's Rules of Order, latest edition, as a guideline for procedural matters.

Article IV: Library Director and Staff

The board shall be involved in the process to appoint a qualified Library Director, in accordance with State and City code, who shall be the executive and administrative officer of the library on behalf of the board under its review and direction. The Library Director shall recommend to the board the appointment and the specific duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper

selection of library materials in keeping with the stated collection development policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall have authority to appoint library employees without prior approval of the board provided that all such appointments shall be reported to the board at its next regular meeting.

Article V: Committees

Section 1: The chair shall appoint committees of one or more members each for such specific purposes as the business of the board may require. *Standing or special committees may be appointed for Finance, Policies, Long-term Planning, Establishing a Friends Group or Foundation, Community Outreach, or other relevant and useful tasks.*

Section 2: All committees shall make a progress report to the Library Board at each of its meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VI: General

Section 1: An affirmative vote of a majority of all members of the board present at the time shall be necessary to approve any action before the board, *provided a quorum is present*. The chair may vote upon and move or second a proposal before the board.

Section 2: The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendments shall have been mailed *or emailed* to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3: Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

Grantsville City Library Board of Trustees
Bylaws adopted November 13, 2013
Revised & Approved *Month day*, 2022