Duchesne County Library System
By-Laws

Article 1. **Board Directors—Trustees**

Section A. Under the provisions of Utah Code Annotated Title 9, Chapter 7 (2016), the Board of Trustees (Board) of the Duchesne County Library System shall consist of the following: six members at large residing in Duchesne County and one representative of the Duchesne County Commission.

Section B. The Trustees are to be appointed to four year terms or until their successor is appointed. Initially appointments may be made for one, two, three, or four year terms. Annually thereafter, the Duchesne County Commission shall, before July 1, appoint for four-year terms Trustees to replace retiring Trustees. The Commission shall consider geographical area as a factor when making Board appointments. Terms must be staggered so that at least one Trustee, but no more than two, are selected or retained each year. Trustees shall serve not more than two terms in succession. The County Commission will appoint their representative as needed or as changes in Commission assignments are made.

Section C. The Duchesne County Commission reserves the right to remove any Trustee for misconduct or neglect of duty.

Section D. Vacancies in the Board shall be filled for the unexpired terms in the same manner as original appointments. The Trustee is eligible to fill two more full terms upon completion of the partial term with Commission approval.

Section E. No more than one County Commissioner may sit on the Board at one time.

Article 2. **Officers**

Section A. Following such appointments the Trustees shall meet and elect a Chair, Vice Chair, and Secretary.

Section B. Trustees shall elect officers annually; generally in the July meeting of each year.

Article 3. **Officer Duties**

Section A. The Board Chair is responsible for conducting board meeting and preparing the agenda with the library director. The Chair is the spokesperson of the Board in all public communications. The Chair may delegate responsibilities and set up committees as needed.

Section B. The Vice Chair assumes all duties of the Chair in their absence.

Section C. The Secretary of the Board shall keep a true and accurate account of all proceedings of board meetings. The minutes shall be made available to the public along with board policies.

Article 4. **Trustee Responsibilities**

Section A. Attend all board meetings regularly.

Section B. Establish and revise library policies in cooperation with the library director.

Section C. Secure adequate funding for the library system and oversee the library director's expenditure of the annual budget.

Section D. Make recommendations concerning the hiring and releasing of the library director. This shall be done in accordance with the hiring and firing practices established by Duchesne County. (9-7-507 UCA [2016]). Also, annually evaluate the library director based on progress towards the library system's strategic plan and of the system overall.

Section E. Work to improve and advocate for library services throughout Duchesne County.

Section F. Receive gifts of money, personal property, and real estate to the library according to UCA 9-7-508 (2016). Donations of media (books, videos, audio, etc.) are received according to the library system's Collection Development policy.

Section G. Attend orientations, conferences, workshops, and other trainings to remain educated on library trends, issues, and services.

Article 5. **Board Meetings**

Section A. Board Meetings shall be held monthly or as needed with the exception of August and December. Meetings will generally be held at 4:30 PM at the Roosevelt Crossroads Senior Center or Duchesne Library (unless otherwise noticed).

Section B. Notice of all board meetings and an agenda shall be posted no less than 24 hours in advance of the meeting at the libraries in Roosevelt and Duchesne and on the Utah Public Notice Website. At least one local media correspondent or newspaper shall also be notified.

Section C. Board meetings shall be open to the public. Trustees may choose to hold board meetings at an alternate venue provided that notice is posted at the libraries in Roosevelt and Duchesne one (1) week prior to the meeting.

Section D. An open meeting may be called into a closed meeting when a quorum is present with a 2/3 majority vote and is addressing an approved closed meeting issue in accordance with UCA 52-4-205 (2016).

Section E. Members of the public at large are permitted to address an issue of concern by contacting the library director at least ten (10) days prior to the meeting. Groups addressing the Board will be limited to one (1) spokesperson.

Section F. Board meetings will be conducted as outlined in the current edition of Roberts Rules of Order.

Section G. Special meetings may be called at any time by the Commissioner on the Board or Chair providing the best practicable notice possible is given to all Trustees at least 24 hours in advance including time, place, and topics to be considered. A majority of the Board must approve holding the meeting. Emergency meetings may be held in the case of a bona fide emergency by following the same procedure even if notice is given less than 24 hours in advance.

Section H. Should the Commission member sitting on the Board be unable to attend a meeting, they may reserve the right to appoint one of the other Commissioners to attend in their absence.

Section I. In the absence of a quorum, Trustees may be contacted by electronic means to establish a quorum to conduct business following the procedure of Board Resolution 15-1.

Section J. Final action can only be taken on topics listed in the agenda included in the public notice, except those relating to emergency meetings. Topics raised by the public, and not included in the agenda, may be discussed in an open meeting at the discretion of the presiding board officer.

Section K. Audio recordings of minutes are made publicly available within three (3) business days following a meeting. Approved written minutes are also made available three (3) days following their approval. Pending written minutes are made available within thirty (30) days of the meeting that is the subject of the minutes.

Section L. Annual public notice must be given of the annual schedule of board meetings including date, time, and place.

Section M. The Board Chair ensures the Board is trained annually on the requirements of the Open and Public Meetings Act (UCA 52-4 [2016]).

Article 6. Voting

Section A. All Trustees shall have equal voting rights.

Section B. A quorum shall consist of a majority of Trustees. The Board shall not transact business until a quorum is present.

Section C. In case of a tie vote the vote of the Commission member will break the tie.

Section D. If the Commission member of the Board is not in attendance the Commission designee in attendance shall have full voting rights.

Article 7. Board Powers

Section A. The Board may, with the approval of the County Commission:

1. Have control of the expenditure of the library funds, construction, lease, or sale of library buildings, of lands, and of the operation and care of the library, and;
2. Purchase, lease, or sell land, and purchase, lease, erect, or sell buildings, for the benefit of the library system.

Section B. The Board shall:

1. Ensure that a library system is established and maintained within Duchesne County;
2. Establish policies for the library system's operation;
3. Develop with the library director, and approve, the library system's strategic plan; and
4. In general, carry out the spirit and intent of the provisions of this part.

Section C. All tax moneys received for the library shall be deposited in the county treasury to the credit of the library fund, and may not be used for any other purpose except that of the county library. These funds shall be drawn upon by the authorized officers of the county upon presentation of the properly authenticated vouchers. All moneys collected by the library shall be deposited to the credit of the library fund.

Article 8. Basic Duties and Responsibilities of the Library Director

Section A. Chief Executive of the Board.

Section B. Be solely responsible for the administration of the library system under the general policies adopted by the Board.

Section C. Be responsible for the day-to-day operations of the library system. The library director shall make reports on the day-to-day operations of the library to the Chair and the Commission as needed.

Section D. Recommend such policies and procedures to the Board which will promote the efficiency of the library system and improve services to its patrons.

Section E. Be responsible to the Board for all properties belonging to the library.

Section F. Submit monthly and annual reports to the Board and the Utah State Library Division on the progress, activities, and finances of the county library system.

Section G. Direct the execution of the goals of the current library system strategic plan.

Section H. In cooperation with the Board, pursue grants and other funding opportunities for the library system.

Article 9. **Rules—Use of the Library**

Section A. The Board shall make, amend, and revoke rules, not inconsistent with law, for the governing of the library.

Section B. Each library established under this document shall be free for the use of all residents of Duchesne County. The Board may exclude from the use of the library system any person who violates the rules and policies of the library system. The Board may extend the privileges and use of the library system to persons residing outside of Duchesne County upon the terms and conditions that may be outlined by the Board.

Article 10. **Annual Reports**

Section A. The Board shall submit an annual report to the Duchesne County Commission on the condition and operation of the library system, including a financial statement.

Section B. The Board shall provide for the keeping of records required by the Utah State Library Division as requested in their annual report form, and submit the annual report to the Utah State Library Division.

Article 11. **Holidays**

Section A. The library system facilities will be closed on the holidays indicated in UCA 63G-1-301 (2016).

Section B. The Roosevelt branch may be closed the Saturday of UBIC each year; the Duchesne branch may be closed the Saturday of the Duchesne County Fair each year. Any other closures shall be approved by the Board.

Section C. In November of each year the Board will approve the holiday schedule for the coming year.

Article 12. **Changes and Review**

Section A. Written notification of any proposed changes in the by-laws should be given to Trustees 14 days in advance. Changes shall be ratified by a 2/3rds majority vote of the Board. If notice is not given 14 days in advance they must be passed by unanimous vote.

Section B. The by-laws of the Duchesne County Library System will be reviewed no less than every 3 years or as the need arises.

Section C. The Duchesne County Commission must also approve and review the by-laws as approved by the Board.

LAST REVIEW DATE: March 27th, 2017

Approvals:

Library System Director	April 3, 2017 Date
Library Board Chair	april 3, 2017 Date
Duchesne County Commission	April 3, 2017 Date