

Santaquin City Library Board Bylaws

Recommended by the Santaquin City Library Board – September 7, 2010

Approved by the Santaquin City Council – September 22, 2010

Regular Meetings.

The regular meeting of the Library Board of the Santaquin City Library shall be on the first Thursday of each month. The meeting shall be in the Santaquin City Council chambers at 6pm for one hour unless extended by a motion of the committee. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the board shall, by resolution, specify regular meeting dates and times. The secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library. Both notices shall have the dates, times, and places of such meetings.

Special Meetings.

Special meetings shall be held at any time when called by the chair or by any three members of the board, provided that notice with the agenda of the special meeting is given at least 24 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 24 hours in advance on the front door of the library except in the case of a bona fide emergency.

Annual Meeting.

An annual meeting shall be held in February for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report shall be forwarded to the Utah State Library in accordance with the law. A copy should also be on file in the library.

Quorum.

A quorum at any meeting shall consist of four Board members. Approval of Library Board motions shall be by simple majority of the Board members present if the total number of Board members present constitutes a quorum.

Board of Library Trustees.

The Library Board of the Santaquin City Library is charged with the responsibility of the governance of the library. The Board will recommend the appointment of a skilled Librarian,

based on qualifications outlined in the Santaquin City Librarian Job Description, who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public, and noticed in advance.

The agenda shall be established by the Chair of the Library Board. The agenda and/or information packet for the meetings will be prepared and distributed to the Board by the Secretary of the Library Board one week prior to meetings. Any Board member or others wishing to have an item placed on the agenda will contact the Chair of the Library Board in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will contact the Secretary of the Library Board to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this communication should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. The Librarian will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Library Board to have each member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

Officers and Elections.

The officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. Those officers shall be elected by a ballot vote for one year terms at the regular meeting in the month of July. The chair shall not serve more than two consecutive terms unless by unanimous board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

Chair Person.

The Chair shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The Chair shall be the *only* spokesperson for the Library Board in all advisory or disciplinary action directed to the staff.

Vice-Chair.

The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.

Secretary.

The Secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform all other such clerical duties as may be assigned by the Board. The normal repository for all Board minutes and records shall be with the Santaquin City Recorder.

Treasurer.

The Treasurer shall serve on the finance committee, and is authorized to request financial distributions from the Santaquin City Recorder on behalf of the Library Board. The Treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be with the Santaquin City Recorder. The normal depository for all monetary funds will be the Santaquin City Treasurer. The Treasurer shall have responsibility to oversee the request for distribution of all library funds and income and shall report at each meeting the state of the funds. In the absence of the Treasurer or when he or she is unable to serve, the Chair or Vice-Chair may perform the duties of the Treasurer.

Standing and Special Committees.

The standing committees shall be appointed annually in the month of July and shall consist of a minimum of three members which may include the Librarian. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the Chair to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees may be the finance committee, the personnel committee, the policy committee, the building and grounds committee, and other committees as needed. The Santaquin City Recorder shall be the depository of all committee reports.

Finance Committee.

The Finance Committee shall be comprised of a minimum of one member of the Library Board including the Treasurer as well as the Librarian. The Finance Committee's responsibilities include, but are not limited to, drafting a recommended preliminary budget drafting a recommended tax levy for full board approval and recommendation to the City Council for consideration. The finance committee may also draft a working budget for full board approval.–The finance committee may also work to secure additional funds for special projects by way of grants, fund raisers, recommended budget appropriations, etc.

Policy and Recertification Committee.

The Policy and Recertification Committee shall be comprised of at least one member of the Library Board and the Librarian. The primary responsibility of the Policy and Recertification Committee is to develop the Library Policy and assist in the recertification process with the State of Utah.

The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy and Recertification Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire library Policy must be approved by Board vote and made readily available to the public.

Building and Grounds Committee.

The Building and Grounds Committee shall be comprised of at least one member of the Library Board and the Librarian. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair, and making recommendations to the full board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises. The Building and Grounds Committee shall also plan and prepare for future facility needs.

Librarian Search Committee.

When the position of librarian falls vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the Chair and two members elected from the Board as well as the Mayor, or designee. Applications for the position of librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. The Board shall vote to choose a candidate to recommend to the Mayor, or designee, for hire, after which the Search Committee is dissolved.

Order of Business.

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- Chair's report
- Secretary's report, approval of minutes as received or corrected
- Treasurer's financial report
- Librarian's report
- Committee reports, in order of their appearance in the Bylaws
- Correspondence, communications, and public comments
- Unfinished business
- New business
- Other
- Adjournment

Parliamentary Procedure.

[Robert's Rules of Order](#), Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

Amendments.

Amendments to these Bylaws may be proposed at any regular meeting of the Board and will become effective if and as recommend by a majority of those members present providing they represent a quorum and if approved by the Santaquin City Council.

Amendments to Library Policies, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.