

BRIGHAM CITY LIBRARY

BY-LAWS

ARTICLE I. BOARD OF DIRECTORS-TRUSTEES

- Section 1. Under the provisions of Chapter 9, Title 7, Utah Code Annotated 1963, as amended, the Board of Directors or Trustees of the Brigham City Library shall consist of seven persons "chosen from the citizens at large with reference to their fitness for such office."
- Section 2. One member of the Board shall be a member of the Brigham City Council. The six other members shall be appointed by the governing body for a three-year term. Three of the appointments should be male and three female to make a balanced board.
- Section 3. Two new appointments shall be made before the first of July each year. Directors, herein after called trustees, shall serve not more than two full terms in succession.

ARTICLE II. OFFICERS

- Section 1. Officers of the Board shall be Chair and Vice Chair. The Chair of the Library Board shall begin service at the regular August meeting of the year after he or she has served as Vice Chair for the preceding year. The Vice Chair shall also begin service at the regular August meeting. By tradition, the longest serving Library Board member who has not already served as Chair is designated Vice Chair. However, the Chair and/or Vice Chair may be elected by the Library board by motion and a majority vote.
- Section 2. The City Treasurer shall have custody of all library funds, except those provided for in U.C.A. 9-7-408, and shall act as the Treasurer of the Board.

ARTICLE III. OFFICERS' DUTIES

- Section 1. The Chairman of the Board shall preside at all meetings, authorize calls for any special meeting, and generally perform the duties of the presiding officer.
- Section 2. The Vice-Chairman shall preside in the Chairman's absence and perform such other duties as requested by the Chairman.
- Section 3. At its discretion the Board shall authorize the Director to endorse claims within the amounts designated. The Board will review such claims.

ARTICLE IV. MEETINGS

- Section 1. Regular meetings shall be set as determined by a majority vote of the board and shall be open to the public.
- Section 2. Special meetings may be called at any time by the Chairman and Library Director, hereinafter called Librarian, providing written or oral notice thereof is given to all Trustees at least 24 hours in advance.
- Section 3. Electronic Meetings Authorization and Requirements. In order to include members of the Library Board through an electronic connection, a request for an electronic meeting must be made by a member of the Board up to three days prior to the meeting to allow arrangements for the electronic meeting to be made. A quorum must be present at a single anchor location for the electronic meeting to be held. However, if a proclamation of local, State or national emergency is in effect, a majority of a quorum need not be physically present at the physical location from which the electronic meeting originates or from which the Board members are connected to the electronic meeting in order for an electronic meeting to be held. The Library shall provide space and facilities at the anchor location so interested persons and the public may attend and monitor the open portions of the meeting. If comments from the public will be accepted during the electronic meeting, facilities at the anchor location shall be provided so that interested persons and the public may attend, monitor and participate in the open portions of the meeting. The Library may restrict the number of separate connections for members of the Board that are allowed for an electronic meeting based on available equipment capability or establish other procedures, limitations, or conditions governing electronic meetings not in conflict with this section.
- Section 4. A quorum at any meeting shall consist of four or more board members.
- Section 5. A clerk supervised by the Librarian, shall keep a true and accurate account of all proceedings of board meetings. The minutes shall be kept at the library and be available to the public along with the board policies.
- Section 6. Citizens at large or groups wishing placement on the agenda for regular board meetings shall give notice to the Librarian or Chairman two days in advance of the meeting via phone, mail, or email. Current contact information may be found on the Library's website, <http://bcpl.lib.ut.us>, under the 'Contact Us' page.

Public comment will follow these rules:

- a. Public comments will be permitted during the time designated on the library board agenda, unless otherwise directed by the Board Chair or presiding officer.
- b. The Board Chair or presiding officer determines the order in which speakers will be recognized.

- c. Each speaker will provide his/her name and group affiliation (if any). Groups will generally be limited to one spokesman.
- d. Each speaker will be allowed a maximum of three minutes to address the board, with additional time provided at the discretion of the Board Chair or presiding officer.
- e. All comments shall be made with civility and courtesy. The Board Chair or presiding officer may prohibit further comment if proper decorum is not displayed.
- f. The public comment period is not a question and answer period and the Board is not obligated to respond to comments or give answers to questions or requests.

ARTICLE V. COMMITTEES

Section 1. As administrative responsibilities shall be delegated to the Librarian, no standing committees shall be appointed which 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. Ad Hoc committees for the study and investigation of temporary problems may be appointed by the Chairman to service until the completion of the work for which they were assigned. The participation of the public shall be sought for such study and investigation.

ARTICLE VI. BASIC DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. Attend all board meetings regularly.

Section 2. Establish and revise library policies in cooperation with the Librarian.

Section 3. Secure adequate funds for the library and be responsible for their expenditures.

Section 4. Approve the hiring or releasing of library staff.

Section 5. Work to implement the Brigham City Library objectives.

Section 6. Receive gifts to the Library.

Section 7. Adhere to the guidelines for Library Board members as set forth in U.C.A. 9-7-404 including the following:

- a. maintain and care for the library;
- b. establish policies for its operation; and
- c. in general, carry out the spirit and intent of the provisions set forth in the Utah Code Annotated.

ARTICLE VII. BASIC DUTIES AND RESPONSIBILITIES OF THE LIBRARIAN

Section 1. Serve as Chief Executive of the Board.

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

Section 3. Recommend such policies and procedures to the board which will promote the efficiency of the library and improve services to its patrons.

Section 4. Be responsible to the board for all properties belonging to the library.

Section 5. Submit monthly and annual reports to the board on the progress, activities and finances of the library.

Section 6. Be responsible for preparation and release of all library publicity.

ARTICLE VIII. PERSONNEL ADMINISTRATION

Section 1. The Brigham City Library Board adopts as its formal personnel policy the policies and procedures adopted by Brigham City Corporation, including updates as they become current.

Section 2. These personnel policies and procedures may be amended or added to by a majority vote of the library board.

ARTICLE IX. AMENDMENTS

Section 1. Amendments to these by-laws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting.

Approved by the Brigham City Library Board of Trustees – September 16, 2008

Article IV updated and approved by the Brigham City Library Board of Trustees – October 17, 2017

Updated and approved by the Brigham City Library Board of Trustees – October 20, 2020