

# Highland City Library Board Organization and Operating Procedures

## I. Board Role

- A. The role of the Library Board is to
  - 1. Establish a clear mission for the Library and a strategic plan allowing the Library to achieve that mission.
  - 2. Set such policies for the Library as are needed to carry out its mission.
  - 3. Provide oversight to ensure that Library policies are implemented effectively.

## II. Members and Officers

- A. Vacancies
  - 1. Advertisements of Board vacancies include a brief summary of the position, a solicitation for volunteers, and information about how to volunteer.
    - a) For expected vacancies (such as the end of a member's term of office), advertisement is made between 60 and 90 days before the vacancy begins.
    - b) For unexpected vacancies, advertisement is made as soon as practical once the vacancy occurs.
  - 2. Volunteer applications or nominees for open Board seats shall be discussed in a Board meeting and the Board shall make recommendations to the Mayor.
- B. Officers
  - 1. An officer may serve a third consecutive term if approved unanimously by the Board.

## III. Board Meetings

- A. Time and place
  - 1. The regular meeting of the Board shall be on the fourth Thursday of each month at the Highland City Building at a time selected by the Board. Deviations may occur as a result of holidays or other events.
- B. Preparation
  - 1. The Executive Officer (Library Director) shall assemble an agenda for each Board meeting and coordinate the agenda with the Chair.
  - 2. Any Board member wishing to have an item placed on the agenda must contact the Executive Officer at least 3 days prior to the meeting.
  - 3. The agenda and information packet shall be distributed electronically to the Board by the Executive Officer 48 hours prior to the meeting.

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4. A Board member who is unable to attend a meeting shall notify the Chair as early as possible, so the Chair can determine if a quorum will be present for the meeting.
- C. Conduct of Meetings
1. General
    - a) Only business properly noticed shall be actionable. An item is “properly noticed” when included in the published agenda for the public to see. To be “actionable” an item must be placed in the “consent agenda” or in the “action/policy” portions of the agenda.
  2. Order of business
    - a) The following Order of Business shall be followed at meetings, excepting that items not needed at any given meeting may be omitted:
      - Call to order • Public comments • Introductions • Consent Agenda • Reports • Action/Policy Items • Discussion Items • Future Agenda Items • Adjournment (Appendix C, Sample Board Bylaws from the State)
  3. Consent agenda
    - a) The Board establishes a Consent Agenda to provide an efficient meeting process. Items that are not expected to require discussion or debate may, at the Chair’s option, be placed in the Consent Agenda portion of the meeting.
      - (1) Any item will be pulled from the Consent Agenda at the request of one or more members. No vote is required to pull the item. The Chair shall decide where to place any such item on the agenda.
      - (2) Approval of the Consent Agenda by the Board constitutes approval of each item on the Consent Agenda at the time of approval.
      - (3) Minutes of the meeting will include the full text of motions/resolutions adopted under the Consent Agenda portion of the meeting.
  4. Voting
    - a) Voting may be by voice, ballot, or show of hands. Whatever method is used; the Chair announces the individual votes (or a unanimous decision) for inclusion in the minutes.
  5. Training
    - a) A portion of the meeting may be designated for training to meet the State requirement for Board member training. (Standard #5, Basic Certification Standards)
- D. Official records

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1. The Executive Officer shall work with the City Recorder to ensure the Library Board is following all Open Meetings Law Requirements including proper posting of annual meeting schedules, agendas, minutes, audio recordings, etc.

## IV. Communication

### A. Polling between meetings

1. From time to time it may be necessary between meetings to get the collective opinion of the Board on certain simple matters that are completely internal to the Board. This may be accomplished by asking the Chair to poll the Board. The Chair will request that the Secretary send the matter, by email, to the Board, collect the responses, and inform the Board of the decision. No decision reached in this manner has the ability to bind the City of Highland, the Highland City Public Library, or the Library Board.

## V. Committees

### A. Standing committees

1. General
  - a) The Board shall have the following Standing Committees: Library Fund, Policy, Reports, Personnel, Outreach, and Strategic Planning.
  - b) The main purpose for the Standing Committees is to provide support to the Library Director and the Library Staff.
  - c) It is the responsibility of the Library Director to provide guidance to the committees how they can provide this support.
2. Library Fund Committee: (9-7-404)
  - a) Supports the Library Director as requested on budget, fee, and fund issues.
3. Library Outreach.
  - a) Supports the Library Director as requested on outreach to the community, library patrons, and other communities such as Alpine and Cedar Hills.
4. Library Policies. (Utah State Code 9-7-404, 405)
  - a) Supports the Library Director as requested on policy issues.
  - b) Investigates and recommends decisions about patron appeals of Library Director decisions such as fine assessments, request for reconsideration of library materials, or use of meeting room.
5. Library Reports. (Utah State Code 9-7-406)
  - a) Supports the Library Director as requested on reports.

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- b) The Committee shall review the annual report prior to submission to the Board.
- 6. Library Long-range Strategic Planning. (Standard #3, Basic Certification Standards)
  - a) In conjunction with the Library Director, the Committee shall review the Long-range Strategic Plan as to content and execution, and make recommendations for updates to the Board.
  - b) Ensure that the efforts of the Library Foundation, Friends of the Library, and any other relevant organizational support are coordinated with the Long-range Strategic Plan.

## VI. Reference Information

### A. Members, liaisons, and officers

- 1. Library Board members
  - Seat 1. Ed Dennis (CC) 2020 [eddennis@highlandcity.org](mailto:eddennis@highlandcity.org)
  - Seat 2. Nancy Passaretti 2019 [nancysitaly@yahoo.com](mailto:nancysitaly@yahoo.com)
  - Seat 3. Lisa Bullington 2019 [lisabullington1@gmail.com](mailto:lisabullington1@gmail.com)
  - Seat 4. Claude Jones 2021 [claudio.jones@gmail.com](mailto:claudio.jones@gmail.com)
  - Seat 5. Michael Burns 2021 [heymikeburns@gmail.com](mailto:heymikeburns@gmail.com)
  - Seat 6. Roger Dixon 2019 [dixonrd@xmission.com](mailto:dixonrd@xmission.com)
  - Seat 7. Jessica Anderson 2020 [jessicaesq@gmail.com](mailto:jessicaesq@gmail.com)
  - Seat 8. Natalie Reed 2020 [nreedx69@gmail.com](mailto:nreedx69@gmail.com)
  - Seat 9. Doug Cortney 2021 [djcortney@yahoo.com](mailto:djcortney@yahoo.com)
- 2. Library Board officers
  - a) Chair - Roger Dixon
  - b) Vice-chair - Claude Jones
  - c) Secretary - Lisa Bullington
  - d) Executive Officer - Donna Cardon [DCardon@highlandcity.org](mailto:DCardon@highlandcity.org)
- 3. Liaisons from other entities
  - a) Friends of the Library: Wayne Tanaka  
[waynetanaka10@yahoo.com](mailto:waynetanaka10@yahoo.com)
- 4. Liaisons to other entities
  - a) Friends of the Library: Nancy Passaretti

### B. Committee assignments

- 1. Library Fund – Doug Cortney, Natalie Reed, Claude Jones
- 2. Policies – Natalie Reed, Doug Cortney
- 3. Reports – Jessica Anderson, Ed Dennis
- 4. Personnel – Lisa Bullington, Mike Burns

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5. Outreach – Claude Jones, Lisa Bullington, Wayne Tanaka, Nancy Passaretti
6. Strategic Planning – Mike Burns, Roger Dixon