

Highland City Library Board Bylaws

Bylaws of the Highland City Public Library Board Revised July 2021

A. Authorization

The Board is authorized by Utah Code 9-7-401 to 410 and Highland Municipal Code 4.12.010 and 4.12.060. The Board shall operate under the direction of the Highland City Council and consistent with the policies approved by Highland City Council. An *Organization and Operating Procedures* document works in conjunction with these bylaws

B. Name

The official name shall be the Highland City Public Library Board (“the Board”).

C. Purpose

The purpose of the Board is three-fold.

1. Work to improve the quality of library services by advising and supporting the Library Director and staff.
2. Represent the interests of Highland’s citizens pertaining to Library services.
3. Advise the City Council and the City Administration on matters pertaining to the operation of the Library.

D. Members

1. The Board shall recommend the number of members on the Board to the City Council.
2. Board members and liaisons shall not be compensated but may be reimbursed for necessary and related expenses incurred on assignment by the Board.
3. Board members and liaisons are not exempt from late fees, fines, or other Library user fees.
4. The Board may recommend by a two-thirds vote to the Highland City Council the removal of a Board member for misconduct or neglect of duty.
5. All Board members shall attend approved training or orientation annually.
6. Members of the Board are permitted to serve on the Highland City Library Foundation Board.
7. Liaisons
 - a. The Board may approve liaisons.
 - b. Although liaisons are not members of the Board, they
 - i. receive meeting agendas,
 - ii. may place report items on the Board’s agenda, and
 - iii. may carry out assignments on behalf of the Board.

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E. Officers

1. The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary.
 - a. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.
 - b. In the event of an officer vacancy, the Board will elect a replacement officer at the Board's next meeting, who shall serve the remainder of the current term.
2. The Chair shall:
 - a. Preside at all the Board meetings.
 - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
3. The Vice-Chair shall:
 - a. In the absence of the Chair, assume all duties of the Chair.
 - b. Serve as the presumptive chair-elect, subject to the Board's regular voting procedures.
4. The Secretary shall:
 - a. Take official minutes at the meetings and send them to the City Recorder.
5. The Library Director serves as the Board Executive Officer and shall:
 - a. Prepare the agenda for each meeting in coordination with the Chair.
 - b. Send electronic copies of the agenda and information packet to the Board Members and liaisons at least 48 hours prior to any regular meeting of the Board.
 - c. Send the audio recording of each meeting to the City Recorder.

F. Meetings.

1. The Board shall typically meet monthly.
2. An annual meeting calendar shall be approved and published on the City website and in any other locations required by open meeting laws.
3. Special Board meetings may be held at any time when called by the Chair or by any three board members.
4. Members of the Board may participate in Board meetings electronically via telephone or other electronic means.
5. All meetings shall be open to the public, and public notice shall be provided pursuant to Utah State Code section 52-4-201.
6. Only business properly noticed shall be actionable.

G. Responsibilities

1. The Board shall maintain and care for the Library and shall establish policies for the Library's operations consistent with the policies made by the City Council.
 - a. Policies become effective when approved by a majority of the Board at a meeting.
2. Specific responsibilities of the Board include working in conjunction with the Library Director to:
 - a. Provide oversight of the Library Fund.
 - b. Approve, amend, and repeal policies for governing the library.

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- c. Review the annual report to the State Library Board.
 - d. Present an annual report to the City Council.
 - e. Ensure the Basic Certification Standards are met.
 - f. Review new or adjusted Library positions and submit a recommendation to the City Council for approval.
 - g. Establish an outreach program, and
 - h. Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.
3. In conjunction with City Administration:
- a. Determine duties of the Library Director.
 - b. Participate in the selection of the Library Director.
 - c. Appoint a qualified person as Library Director.
 - d. Provide input for the annual performance review of the Library Director based on the Director's interactions with the Board

H. Committees

Ad hoc committees may be created by the Board at a regular meeting. Ad hoc committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

I. Parliamentary Procedure

The most recently published Robert's Rules of Order: Simplified and Applied shall govern the parliamentary procedure of the Board.

J. Amendments

Amendments to these Bylaws shall become effective after: 1) being adopted by a majority vote of the Board during a regular Board meeting and 2) being approved by the City Council.

Adopted 11/29/2018, revised 2/28/2019, 8/27/2020, 7/22/2021