

**NORTH LOGAN CITY LIBRARY BOARD
BYLAWS
Approved on March 3, 2021**

Article I: Library Name

The official name of the library shall be the North Logan City Library, hereinafter referred to as the "Library."

Article II: Library Board Name

The Library's governing board shall be known as the North Logan City Library Board, hereinafter referred to as the "Library Board" or "Board."

Article III: Library Board Authority

The Library Board is authorized to exercise the powers and authority and assume the duties and responsibilities pursuant to Utah Code, Title 9, Chapter 7, Part 4 pertaining to city libraries. The Board shall operate in cooperation with the North Logan City Council.

Article IV: Library Board

A. Board Membership

1. The North Logan City Council shall appoint the members of the Library Board pursuant to Utah Code 9-7-402 (2), hereinafter each shall be referred to as "Board Member."
2. The Library Board shall consist of not less than five (5) and not more than nine (9) citizens of North Logan City based upon their fitness for the office pursuant to Utah Code 9-7-402 (2).
3. Board Members shall serve without compensation, but their actual and necessary expenses incurred in the performance of official duties may be paid from Library funds pursuant to Utah Code 9-7-402 (4).

B. Board Member Terms of Service

1. Board Members shall be appointed by the North Logan City Council for a three-year term and may be appointed for a second three-year term but shall not serve more than two consecutive full terms pursuant to Utah Code 9-7-403 (1,2).
2. Vacancies on the Board shall be filled for an individual's unexpired term in the same manner as the original appointments pursuant to Utah Code 9-7-403 (5).
3. Only one member of the North Logan City Council may be, at any one time, a member of the Library Board pursuant to Utah Code 9-7-402 (3).
4. The North Logan City Council may remove any Board Member for misconduct or neglect of duty pursuant to Utah Code 9-7-403 (4).

C. Board Member Duties

1. The Library Board may, pursuant to Utah Code 9-7-404 (1), and with the approval of the North Logan City Council:
 - a. control expenditure of the Library fund, of construction, lease, or sale of Library buildings and of the operation and care of the Library.
 - b. purchase, lease, or sell land, and purchase, lease, or sell buildings for the benefit of the Library.
2. Pursuant to Utah Code 9-7-406 (1), the Library Board shall provide an annual report to the North Logan City Council on the condition and operation of the Library, including a financial statement.
3. Library Board Members Roles and Responsibilities
 - a. GOVERNANCE: Accept the responsibility for governance of the Library.
 - b. STRATEGIC PLANNING: Actively participate in determining community needs, review the Library's mission statement, and participate in developing a long-range plan for Library improvement including specific goals and objectives. Periodically evaluate progress in implementing the Library plan and adjust goals and objectives as needed. (Utah Public Library Trustee Manual, pg. 57)
 - c. POLICY MAKING: Review, revise, modify, and approve policies recommended by the Library Director or initiated by the Board. Ensure Library policies are consistent with the mission of the Library. Once approved by a majority of the full Board, the policy becomes effective.
 - d. FINANCES: Review the draft budget prepared by the Library Director and staff, propose changes, and approve a completed budget. Secure funding needed to carry out the budget plan (Trustee Manual, pg. 59). Assist the Library Director in managing expenditures within the approved budget.
 - e. PERSONNEL: When a new Library Director is to be hired, identify and recommend to the City Council a qualified candidate as Library Director to be executive and administrative officer of the Library and a non-voting member of the Board.
 - f. PUBLIC RELATIONS: Serve as advocate, patron, and community liaison for the Library.
 - g. MEETINGS: Attend monthly and special Library Board meetings. It is expected that a Board Member shall attend at least 75% of meetings.
 - h. COMMITTEES: Serve on committees as deemed necessary by the Chairperson.

Article V: Library Board Officers

A. Selection/Election of Officers

1. Officers shall be selected and elected by and from the appointed members of the Library Board to fill the offices of Chairperson, Vice Chair, Secretary/Recorder, and Treasurer. Selection and election of officers shall occur once a year at the annual

meeting of the Library Board pursuant to Utah Code 9-7-403 (3). Other officers of the Board may be created as needed.

2. The term of service is one year from the annual meeting at which the officer is elected. There are no limits to the number of times a member may serve in a particular office provided the member is nominated and duly elected by the Board.
3. In the event of an officer vacancy, the Chairperson shall appoint a Board Member with the approval of the Board to serve in that office until the next annual meeting. In the event of a vacancy in the office of Chairperson, the Vice Chair shall assume all duties of the Chairperson until the next annual meeting
4. An individual Board Member may fill only one office at a time.

B. Officer Duties

1. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
2. The Vice Chair, in the absence of the Chairperson, shall preside at all meetings and assume all regular duties of the office of the Chairperson.
3. Secretary/Recorder
 - a. The Secretary/Recorder shall keep a true and accurate record of all meetings of the Library Board. Copies of minutes from the previous meeting shall be circulated to all Board Members prior to the upcoming meeting. Approval of said minutes shall follow a motion and a second from the Board Members in attendance.
 - b. The Secretary/Recorder shall be responsible, in coordination with the Library Director, for keeping records as may be required by the State Library Board.
 - c. The Secretary/Recorder shall maintain a roster of current Board Members and their terms of service and notify the State Library Board of changes in Board Members and officers.
 - d. In the absence of the Chairperson and the Vice Chair, the Secretary/Recorder shall assume and perform the duties and functions of the Chairperson.
4. The Treasurer shall work with the Library Director to keep an accurate account of all financial transactions of the Library and periodically report to the Board on the financial condition of the Library and perform such duties as are generally associated with the duties and functions of that office.

Article VI: Meetings

- A. Regular meetings of the Board shall be held each month at a time and place established by the Board. As necessary, the time may be amended and the change advertised to the public.
- B. Special meetings may be called and scheduled by the Chairperson or at the request of at least three Board Members or at the request of the Library Director for the purpose of

discussing urgent Library business upon no less than twenty–four hours' notice.

- C. The Board may conduct meetings by means of a conference telephone call or similar electronic device by which all persons participating can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.
- D. The annual meeting shall be the first regular meeting of the fiscal year (July), and shall be for the purpose of election of officers and adoption of an annual report pursuant to Utah Code 9-7-406 (1).
- E. Public notices of all regular and special meetings shall be given in compliance with Utah Code 52-4-2 (Open and Public Meetings Act) and all meetings shall be held in compliance with said laws.
- F. A quorum shall be a simple majority of the total number of Board Members. An affirmative vote of a full quorum is required to approve any business brought before the Board.

Article VII: Library Director

- A. The Library Director, as the executive and administrative officer of the Library, is a non-voting member of the Library Board. The Library Director shall serve as the technical advisor to the Board on all Library operations.
- B. The Library Director shall have authority to hire Library employees without approval of the Board and shall be responsible for the proper direction and supervision of the staff.
- C. The Library Director shall be responsible for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with the collection development policy, and for the efficiency of Library service to the public.
- D. The Library Director shall be responsible for the management of the Library's financial operations within the limitation of the budgeted appropriations.
- E. The Library Director shall report regularly to the Board, the North Logan City Government, and the public on the progress and needs of the Library (Trustee Manual, Appendix A, Governance). Proposals, requests and feedback from the Library Director shall be considered by the Library Board at the monthly meetings.
- F. The Library Director shall attend all meetings of the Board as permitted by his/her Library responsibilities.
- G. Pursuant to Utah Code 9-7-406 (2), the Library Director shall provide an annual report to the Utah State Library Director that contains the information required by the State Library Board.

Article VIII: Committees

- A. Standing Committees

The Board shall establish standing committees as necessary. Standing committees shall regularly report to the Board regarding their respective area of responsibility.

B. Other Committees

The Board shall appoint other committees of one or more members each for such specific purposes as the business of the Board may require. Any such committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Article IX: Friends of the Library

The "Friends of the North Logan City Library", a non-profit corporation, shall work in coordination with the Board and Library Director in meeting the fund-raising, publicity and service needs of the Library.

Article X: General

A. Conflict of Interest

1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the North Logan City Library in which they have a direct or indirect financial interest.
2. A Board Member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board Member, an immediate family member, or an organization with which the Board Member is associated has a substantial financial interest.
3. A Board Member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

B. These bylaws may be amended at any regular meeting of the Board provided written notice of the proposed amendments shall have been mailed or emailed to all Board Members at least 10 days prior to the meeting at which such action is proposed to be taken. The amendments become effective after approved and adopted by a quorum of the full Board and by approval of the City Council.

C. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension shall be valid only if approved at a meeting attended by at least two-thirds of the Board and the suspension is approved by at least two-thirds of those Board Members present.

Approved by North Logan City Library Board 1/9/1996 Revision

Approved by Board 4/11/2000

Revision Approved by Board 11/16/2015

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