

DELTA CITY LIBRARY BOARD BY-LAWS

Article 1: Name

- Section 1. The name of the library shall be Delta City Library. The headquarters of the library shall be 76 North 200 West, Delta, Utah 84624.

Article II: Mission

- Section 1. The Delta City Library's role is that of a popular library to provide a varied source of materials of high interest for its patrons, young and old. Further the library envisions itself as increasingly becoming a door to children's learning, an educational support center and a repository for local history.

Article III: Constituency Served

- Section 1. All residents of the Delta City and surrounding communities are eligible to use the Delta City Library by complying with the rules and fees.

Article IV: Governing Body

- Section 1. By ordinance Delta City established a library advisory board of seven members to be appointed by the mayor with approval of the city council.
- Section 2. One board member is to be a member of the city council. The six other members shall be appointed by the governing body for three year terms.
- Section 3: Two new appointments shall be made before the first of July each year. Board Members shall serve not more than two full terms in succession.

Article V: Officers

- Section 1. Officers of the Board shall be Chairman, Vice-Chairman and Secretary. They shall be elected at the regular June meeting and their term of office shall be for one year beginning July 1. The Vice-Chairman succeeds to the Chair the following year.
- Section 2. The city treasurer shall have custody of all the library funds, except those provided for in U.C.A. 37-2-8, and shall act as the treasurer of the Board.

Article VI: 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. It shall be the duty of the Chairman to determine the order of business and to make a written agenda for each meeting to be mailed or emailed to each Board Member together with the meeting announcement prior to each meeting.
- Section 3. The Vice-Chairman shall preside in the Chairman's absence and perform such other duties as requested by the Chairman.

- Section 4. In the absence of the Chairman and Vice-Chairman, the Secretary will endorse those claims which require an officer's signature.
- Section 5. At its discretion the Board shall authorize the Library to endorse claims within the amounts designated. The Board will review such claims.

Article VII: Meetings

- Section 1. The Library Board will meet at least quarterly. Board Members who are unable to attend are expected to inform the chairman before the meeting. They are also expected to arrange to meet with the chairman as soon as possible following the meeting to pick up distributed materials and review the business transacted. Members who miss two consecutive meetings without fulfilling these conditions may be asked to resign.
- Section 2. Special meetings may be called at any time by the Chairman and Librarian, providing written or oral notice thereof is given to all Board Members at least 24 hours in advance.
- Section 3. A quorum at any meeting shall consist of four or more Board Members.
- Section 4. A Secretary of the Board, supervised by the librarian, shall keep a true and accurate account of all the proceedings of Board meetings. The minutes shall be kept at the library and be available to the public along with Board Policies.
- Section 5. Citizens at large or groups wishing placement on the agenda for regular board meetings shall give notice to the Librarian or Chairman five days in advance of the meeting; groups being generally limited to one spokesperson.
- Section 6. Board meeting will adhere to U.C.A. 52-4-201

Article VIII: Committees

- Section 1. All 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 request, personnel, financial reports, etc.
- Section 3. Ad Hoc committees for the study and investigation of temporary problems may be appointed by the Chairman to serve until the completion of the work for which they were formed. The participation of the public shall be sought for such study and investigation.

Article IX: 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 expenditure.
- Section 4. Approve hiring or releasing of the library staff.
- Section 5. Work to implement the Delta City Library objectives.

Section 6. Receive gifts to the library.

Article X: 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 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 XI: 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.

Amendment

Motion made by _____

Passed by _____

Passed _____

Dated _____