Richfield Public Library
Bylaws

Article I: Name

This organization shall be called "The Board of Trustees of the Richfield Public Library", existing by virtue of the provisions of Chapter7, Title 9 of the Laws of the State of Utah, and exercising the powers of authority and assuming the responsibilities delegated to it under the same statue.

Article II: Officers

Section 1. The officers shall be a president, a vice president, and a secretary elected from among the appointed trustees at the annual meeting of the board.

Section 2.Officers shall serve a term of one year from the annual meeting of which they are elected and until their successors are elected.

Section 3. The president 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 the duties associated with that office.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meeting of the board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 6. The Richfield City Council shall appoint a city council member to serve on the board as the city council representative. While not an officer of the board, the City Council Representative is a voting member of the board with a term determined by the City Council.

Article III: Meetings

Section 1. The regular meeting shall be held each month, the date and hour to be set by the board at its annual meeting.

(a) Members who are absent from any board meeting, except in case of illness or family emergency, must inform the board chairman or the library director of the need of absence prior to the meeting. Two unexcused absences will justify the board's consideration of removal of any member.

Section 2. The annual meeting, which shall be for the purpose of the election of officers,shall be held at the time of the regular meeting in August of each year. The Annual report shall be presented and adopted at the time of the regular meeting in September of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

(a) Roll call of members
(b) Disposition of minutes of previous regular and any special intervening meeting
(c) Director's financial report of the library
(d) Action on bills
(e) Progress and service report of director
(f) Committee reports
(g) Communications
(h) Unfinished business
(i) New business
(j) Public presentation to, or discussion with, the board
(k) Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of 2/3rds of the members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the board.

(a) An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.
(b) The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.
(c) Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at

hand, but such suspension, to be valid, may be taken only at a meeting at which 2/3rds of those present shall so approve.

Section 6. Conduct of meetings; Robert's Rules of Order shall govern Proceedings of all meetings.

Section 7. In accordance with Utah Code § 52-4-201, all meetings are open to the public unless closed under section § 52-4-204, 52-4-205, or 52-4-206. Meetings of the board of directors of the Richfield Public Library also allow for electronic meetings, if the guidelines under § 52-4-207 have been appropriately followed.

Article IV: Library Director and Staff

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, the efficiency of library service to the public, and for its financial operations within the limitations of the budgeted appropriation. In the case of temporary employees, the director shall have interim authority to appoint without the prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Article V: Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the board.

(a) Two standing committees will exist. They are:
    1. Administration
    2. Public Relations

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.