

# **BY-LAWS OF THE PARK CITY LIBRARY BOARD OF TRUSTEES**

## **Article One**

### Name

The name of the organization shall be the Park City Library Board of Trustees.

## **Article Two**

### Authorization

This organization is authorized by Park City Ordinance 80-4.

## **Article Three**

### Membership

Members of the Park City Library Board shall be appointed by the Park City Council and shall be chosen from the citizens of Park City at large with reference to their fitness for office.

The Board of Trustees shall consist of not less than five voting members and not more than nine voting members.

Not more than one member of the Park City Council shall be, at anyone time, a voting member of the Board of Trustees.

Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

Trustees shall be appointed for three year terms, or until their successors are appointed. The Park City Council shall, before the first day of July of each year, appoint for three year terms, trustees to take the place of retiring trustees. Trustees shall serve not more than two successive full terms.

The Park City Council may remove any trustee for misconduct or neglect of duty.

Vacancies on the Board of Trustees, occasioned by removals, resignations, or otherwise, shall be filled by the Park City Council for the unexpired term in the same manner as original appointments.

## **Article Four**

### Meetings

The Library Board of Trustees shall hold regular meetings during the year at times, dates and places to be established by the Board of Trustees at its annual meeting.

The annual meeting of the Park City Library Board of Trustees shall take place at noon on the third Wednesday of January of each year at the Park City Library as part of an extended regular board meeting

Special meetings may be called at the request of the Library Director or the Board chair.

A Quorum for the transaction of business shall be a simple majority of the voting board members.

Failure by a trustee to attend two consecutive regular meetings of the Board of Trustees or four meetings of the Board per calendar year shall create a presumption that such trustee is neglectful of a trustee's duty and such trustee shall be referred to the City Council for possible removal from the Board of Trustees.

An agenda shall be prepared prior to each regular meeting.

The order of business at regular meetings shall include, but not be limited to:

Roll call

Approval of previous minutes

Correspondence and communications  
Library Director's report  
Friends of the Library report  
Foundation report  
Committee reports  
Unfinished business  
New business  
Adjournment

## **Article Five**

### Committees

The Board of Trustees may appoint such standing committees as it shall seem advisable and convenient.

Special committees for the study and investigation of specific issues or problems may be appointed by the chair to serve until they have completed the work for which they were appointed.

## **Article Six**

### Officers

The Board of Trustees shall annually elect a chair, vice-chair and any additional officers as necessary.

The chair shall preside at all meetings, appoint all special committees, certify all actions approved by the Board of Trustees and generally perform the duties of a presiding officer.

The vice chair shall preside when the chair is absent from a Board of Trustees meeting, and shall be the chair-elect.

The staff secretary shall keep a true and accurate account of all proceedings of the Board of Trustees' meetings, issue notices of all regular and special meetings, and have custody of the minutes.

The Library Board chair shall have charge of the Library Board funds, shall sign checks on the Board of Trustees' accounts upon the Board's authorization, and report on the state of the funds at each regular meeting.

## **Article Seven**

### Duties of the Board

The Library Board of Trustees shall maintain and care for the library.

The Library Board shall establish policies for the library's operations in concert with its mission statement.

The Library Board of Trustees shall make, amend, and revoke rules and regulations not inconsistent with the law for the governing of the library.

The Library Board of Trustees shall make an annual report to the Park City Council on the condition and operation of the library, including a financial report.

The Library Board of Trustees shall participate in the selection of a competent person or persons meeting the criteria and qualifications set forth in the ordinances and personnel regulations of the Park City Municipal Corporation, as candidates for the position of Library Director when a vacancy occurs in the position. The Library Director shall be selected by the City Manager. The Board delegates this and all other library personnel decisions to the City Manager, though the Board participates in the selection process.

The library shall be free to the use of the residents, property owners and business owners of the city of Park City, subject to the rules and regulations adopted by the Board of Trustees. The Board may exclude from the use of the library any and all persons who shall willfully violate such rules and regulations.

The Library Board of Trustees may, with the consent of the Park City Council, extend the full patron privileges and use of the library to persons residing outside of the city of Park City upon such terms and conditions as it may prescribe by its rules and regulations.

The Library Board of Trustees shall identify and carry out all other actions necessary for the orderly and efficient management of the library.

## **Article Eight**

### Donations

Any person desiring to make donations of money, personal property, services, or real property for the benefit of the library shall have the right to vest the title to the money, personal property, services or real property donated in the name of the Park City Library Board of Trustees to be held and controlled by the Park City Library Board of Trustees when accepted, according to the terms of the deed, gift, devise or bequest of such property, and as to such party the Board of Trustees shall be held and considered to be Board of Trustees.

## **Article Nine**

### Library Director

The Library Director is the Board's executive officer and shall have sole charge of administration of the library under the Board's direction and review. The Library Director shall be held responsible for overseeing the care of the buildings and equipment; for employing and directing the staff; for the efficiency of the library's service to the public; and for operating the library under the financial conditions set forth in the annual budget.

The Library Director shall keep exact accounts of all moneys received and report the accounts to the Board annually.

The Library Director shall keep, excepting the minutes, any other records of the Library Board of Trustees, and shall notify the Park City Council of any vacancies on the Board of Trustees.

The Library Director shall provide for the keeping of such records as shall be required by the Utah State Library in its request for an annual report from the public libraries, and shall submit such an annual report to the State Library

## **Article Ten**

### Community Participation and Liaison

All meetings of the Board of Trustees shall be open to the public except those meetings which are closed in conformity with ss52-4-4 et seq., Utah Code. The Board of Trustees welcomes attendance at its regular and special meetings by all Park City residents and invites civic groups and other organizations to appoint persons to act as liaison between their groups and the Library Board of Trustees.

## **Article Eleven**

### Amendment

These By-Laws may be amended by three-fourths of the voting members present at any regular Board meetings that has a quorum, provided that the amendment was stated in the call for the meeting which was mailed to the members at least one week before the meeting.

Revised August 1986  
Revised March 8, 1999  
Revised May 10, 2004  
Revised July 8, 2015  
Revised November 18, 2015