

# Logan Library Policy Manual

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These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

## 1.00 General

### 1.06 Bylaws Library Board

Logan Library  
Approved: October 2002  
Updated: March 2019

#### Article I: Name

This organization shall be called "The Board of Directors of the Logan Library" existing by virtue of the provisions of Chapter 9-7-401 through 9-7-410 of the Laws of the State of Utah, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Existing also by virtue of the provisions of Chapter 2.22 of the Logan City Code, which establishes a library board with seven members.

#### Article II: Officers

##### Section 1:

The officers shall be a chair and a vice chair, elected from among the appointed members at the annual December meeting of the board.

##### Section 2:

A slate of officers shall be prepared from nominations made from the floor during the annual meeting under the direction of the chair of the board.

##### Section 3:

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There are no limits to the number of times a member may serve in a particular office.

##### Section 4:

The chair 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.

Section 5:

The vice chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair. In the event of a vacancy, a new vice chair shall be elected by the appointed members to fulfill the remainder of the term.

Section 6:

The secretary shall be an assigned duty of the library staff, and shall be an employee, designated by the director of the library. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as assigned.

### Article III: Role of Board Members

Section 1:

Governance: Know local and state laws affecting libraries and ensure that library services conform to all Utah statutes.

Section 2:

Planning: Participate in developing an overall plan for library improvement, set short-term and long-range goals and objectives. Annually evaluate both plans and make revisions for the future, and know how to measure library success.

Section 3:

Personnel: Employ a qualified library director at a competitive salary. Support the librarian in efforts to meet state certification requirements. Be aware of local, state, and federal employment practice laws.

Section 4:

Policy Making: Participate actively in the policy making process to support the library's mission in the community. Adopt written policies to support the strategic plan of the library and guide daily operations.

Section 5:

Finances: Understand the categories and sources of tax revenues available for library needs. Be knowledgeable of benefits to the library from Community Library Enhancement Fund (CLEF) grants, Library Service and Technology Act

(LSTA) grants, E-Rate, and other pertinent outside resources. Ensure that the library annually complies with the "Maintenance of Effort" funding level.

Section 6:

Public Relations: Establish, promote, and participate in a planned program of public relations on behalf of the library. Maintain prominent and influential contacts in the community and keep them informed of the library's progress and critical needs.

Section 7:

Continuing Education: Provide an annual budget for library personnel and trustees to attend library workshops, conferences, and meetings. Attend board trainings and library association sponsored meetings for public library trustees.

Section 8:

Logan City Council: Only one member of the city governing body may be, at any one time, a member of the board. The city council representative is counted as one of the seven members identified in the city code and is a voting role.

#### Article IV: Committees

Section 1:

The chair shall appoint committees of one or more members each for such specific purposes as the business of the board may require.

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.

#### Article V: Library Director and Staff

Section 1:

The board shall appoint a qualified and competent library director, in accordance with State and City code, who shall be the executive and administrative officer of the library on behalf of the board under its review and direction.

Section 2:

The library director shall have authority to hire library employees without prior approval of the board. New library employees will be identified at the next library board meeting. The library director 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 library materials in keeping with the stated collection development policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

## Article VI: Meetings

Section 1:

Time: The regular meetings shall be held each month, the date and the hour to be set by the board annually. When necessary, the time may be amended and must be advertised to the public.

Section 2:

Place: The regular meetings shall be held at the Ronald K. Jenkins Reading Room, 255 North Main, Logan Utah, or at such other place as the board may designate.

Section 3:

Meeting attendance: Every member of the board shall attend the board meetings in person or electronically unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the board secretary, or the library director, or the chair of the board. The secretary shall inform the chair of the excused absences. The chair shall recommend to the Mayor, replacement of any board member with two consecutive unexcused absences.

Section 4:

Not to vote unless present: No member of the board shall be permitted to vote on any question unless the member shall be present (physically or electronically/telephone) when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person.

Section 5:

Explaining the vote: After the vote is taken, any member of the board desiring to explain his/her vote shall be allowed an opportunity to do so.

Section 6:

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in order as determined by the chair of the board.

- a. Roll call of members
- b. Disposition of minutes of previous regular meeting and any intervening special meeting(s).
- c. Call to the Public: Any person wishing to comment on any item pertaining to services provided by the Logan Library may do so during this portion of the agenda. The length of time allowed for speaking is left to the Board's discretion
- d. Director's report of the library
- e. City Council Report
- f. Board Business - Action Items
- g. Board Business - Workshop Discussion Items
- h. Board Member Reports/Committee Reports
  - i. Budget reports will occur in January, April, July and October.
  - ii. Trust Fund reports will occur in February, May, August and November.
  - iii. Other reports will occur as needed.
- i. The Library Board may, by motion, recess into Executive Session at any point during this meeting in accordance with U.R.S. 52-4-205
- j. Adjournment

Section 7:

Special meetings may be called by the chair of the board, or at the request of at least three members, for the transaction of business as stated in the call for the meeting.

Section 8:

A quorum for the transaction of business at any meeting shall consist of at least four members of the board present in person.

Section 9:

Conduct of meetings: The board will utilize Robert's Rules of Order, latest edition, as a guideline for procedural matters.

## Article VII: General

### Section 1:

An affirmative vote of a majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote upon and may move or second a proposal before the board.

### Section 2:

The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendments shall have been mailed/emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

### Section 3:

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 two-thirds (five) of the members of the board shall be present and two thirds of those present shall so approve.

### Section 4:

The board shall maintain and care for the library, establish policies for its operation; and, in general, carry out the spirit and intent of the provisions noted in Chapter 9-7-4 of the Laws of the State of Utah.

### Section 5:

Any person desiring to make donations of money, personal property, or real estate for the benefit of any library shall have the right to vest the title to the money, personal property, or real estate in the board of directors. The donation shall be held and controlled by the board, when accepted, according to the terms of the deed, gift, devise, or bequest of the property, and the board shall be held and considered to be trustees of the property.