

BYLAWS FOR THE GRAND COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS

Article 1. Name and authorization

This organization shall be called the Grand County Public Library Board of Directors (“Board”). The Board is authorized by Utah Code Annotated 9-7-501 - 511 and by Grand County Ordinance 372 and 432. The Board exercises authority and assumes responsibilities delegated to it under these authorities.

Article 2. Meetings

Section 1. The regular meeting of the Grand County Public Library Board of Directors shall typically be held at the Grand County Public Library, 257 East Center Street, Moab, Utah 84532. At the beginning of each calendar year, the Board shall specify regular meeting dates and times.

Section 2. The Board shall name officers at its first regular meeting each calendar year or as necessary at other times to fill vacant positions.

Section 3. A quorum for the transaction of business shall consist of four voting members present either in person or through real-time telecommunications pursuant to Grand County Resolution No. 2944, which allows board members to participate by telephone, video-conferencing, or other applicable technology. In the event of failure of equipment, or other factor, which causes a lack of communications with a member(s) causing lack of a quorum, no additional business may be conducted until the quorum can be reconstituted.

Section 4. The Library Director prior to the meeting date shall notify Board members of all meetings and a record of such notification shall be maintained at the library.

Section 5. Robert’s Rules of Order, Newly Revised shall govern the parliamentary procedure of the Board unless otherwise specified in the Bylaws.

Section 6. All newly appointed Board members shall be provided with a current copy of the library’s policies and bylaws prior to the next regular meeting.

Section 7. Meetings shall comply with all requirements of state law including, but not limited to, the Utah Open and Public Meetings Act.

Article 3. Members and officers

Section 1. The Board shall consist of seven voting directors appointed by the Grand County Commission for up to two consecutive four-year terms and one non-voting High School student representative appointed by the Grand County Commission for one two-

year term. Of the voting directors, one shall be a member of the Grand County Commission and all directors shall be residents of Grand County. Directors appointed to fill mid-term vacancies shall serve until the end of the term of the member replaced. As this is a partial term, that person shall be eligible for two more full terms for a voting director or one full term for a non-voting member.

Section 2. Officers shall include a Chair and Vice-chair both of whom shall be voting members of the Board.

Section 3. The Chair shall preside at all meetings, appoint all committees, authorize calls for all meetings, and generally perform the duties of an executive officer as it relates to duties delegated in Ordinance 372 and 432. The Commission Administrator may invite the Board to participate in the Library Director's annual evaluation.

Section 4. In the absence of the Chair, the Vice-chair shall exercise the Chair's functions, and may, upon the request of the Chair, take over any duties that they are unable to perform.

Section 5. The Library Director shall arrange for the recording of a true and accurate account of all proceedings (minutes) at Board meetings. The Library Director shall maintain a permanent file of these written and approved Board proceedings and other records of the Board. Upon consultation with the Chair, the Library Director shall prepare the agenda for all meetings.

Section 6. The Library Director, or an appointed representative, shall attend all Board meetings, except in the case of a closed session, when the Board may meet privately.

Article 4. Committees

Special committees for the study and investigation of annual operations or special problems or tasks may be appointed by the Chair. Both Board members and individuals with special skills or interests from the public may serve on committees so long as a Board member acts as Chair of each committee.

Article 5. Financial

Section 1. The library budget shall be presented at a Board meeting prior to November of each year.

Section 2. Any funds raised by the Board or monetary gifts received shall be deposited in an appropriate Grand County account to be administered for the benefit of the Library.

Article 6. Order of Business

The normal order of business at regular meetings of the Board shall be:

1. Call to Order
2. Approval of Minutes
3. Review of Bills
4. Citizens to be Heard
5. Director's report
6. Old Business
7. Consent Agenda
8. New Business
9. Board Member Reports
10. Board Member Discussion of Future Agenda Items
11. Closed Session (if needed)
12. Adjournment

Article 7. Amendments

The bylaws will be reviewed by the Board at the beginning of each calendar year. Amendments will be recommended to the County Commission for approval as per County Ordinance 472.

Approved by Grand County Council Resolution No. 2847 on October 7, 2008.

Amended by Grand County Council Resolution No. 2931 on April 6, 2010, by Grand County Council Resolution No. 2996 on February 5, 2013, and by Grand County Commission Resolution No. 3344 on February 7, 2023.

The Grand County Council approved the addition of electronic participation parameters on February 21, 2017.