

# **Bylaws of the CARBON COUNTY LIBRARY SYSTEM BOARD OF DIRECTORS**

## **ARTICLE I. CREATION AND LOCATION.**

The entity known as the CARBON COUNTY LIBRARY SYSTEM was established in 1925 under Wyoming Statute 18-7-101.

The Library System consists of the County Library in Rawlins and seven branch libraries, located in Baggs, Elk Mountain, Encampment, Hanna, Medicine Bow, Saratoga and Sinclair.

## **ARTICLE II. PURPOSE.**

The purpose of the Library System is to collect, maintain and preserve organized collections of books and materials representing the entire spectrum of knowledge to meet the informational, educational, cultural and recreational needs of the county's residents.

It is equally the Library System's purpose to make its resources fully and equitably available to all the county's residents regardless of race, sex, age, creed, occupation or financial position. The Library System shall provide competent staff able to assist in the use of the collections and knowledgeable in current library technology. The Library shall cooperate with libraries in the Wyoming Libraries Database Network and libraries outside the WYLD Network to provide the best possible service to its users.

Carbon County Library System affirms the American Library Association's Library Bill of Rights.

## **ARTICLE III. GOVERNMENT.**

The Carbon County Library System is subject to Wyoming State Statutes, including but not limited to the "Uniform Municipal Fiscal Procedures Act" (W.S. 16-4-102 through 124) and the statutes pertaining to "Public Meetings" (W.S. 16-4-401 through 408).

The Library System shall be governed by a Board of Directors consisting of five members appointed by the Carbon County Commissioners for a term of three years each. Individual Board members may be appointed for two consecutive terms and shall not be eligible for reappointment until two years after expiration of the second term (W.S. 18-7-103). Board members serve without compensation. No member of the board is personally liable for any action or procedure of the board (W.S. 18-7-105(c)).

Vacancies on the board shall be filled by the County Commissioners for the balance of the unexpired term created by the vacancy (W.S. 18-7-103).

## **ARTICLE IV. MEETINGS.**

**Section 1. Regular Meetings.** Regular meetings of the Library Board shall be held each month at a designated time and location determined at the previous meeting. The Board shall abide by all requirements of Wyoming law regarding open meetings. The Library Director shall attend all board meetings and attend executive sessions by invitation. All meetings of the Board shall be open to the public except those deemed confidential by law pursuant to Wyoming Statute §16-4-405(a).

**Section 2. Parliamentary Authority.** All proceedings of the Board shall be governed by its bylaws.

**Section 3. Board Attendance.** Members who have unexcused absences for three regular meetings of the Board within a fiscal year without good cause may be asked to resign.

**Section 4. Special Meetings.** Special meetings may be held at any time when called by the Chairman or at the request of two members. All Library Board members and the public must be notified at least Eight (8) hours in advance of the time, place and specific business of the special meeting. Notice of special meetings shall be given in accordance with the requirements of the open meeting law in W. S. §16-4-404.

**Section 5. Emergency Meetings.** The Board may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable efforts shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become person must be reconsidered and acted upon at an open public meeting within forty-eight (48) business hours

**Section 6. Executive Session.** The Board, at its discretion, may adjourn to an executive session to discuss matters deemed confidential or permitted by law pursuant to W.S. §16-4-405. The Board shall then return to a regular session to make any decisions or take any action. No action may be taken while in executive session.

**Section 7. Quorum.** Three members of the Board shall constitute a quorum for the purpose of transaction of business. A majority vote of the members present at any Board meeting where a quorum is present shall be required to determine the action or decision of the Board, except when a different vote is required by law.

**Section 8. Teleconferencing.** Board members may participate in board meetings via a conference call or video call, in lieu of attending board meetings. Arrangements must be made before meetings. Teleconferencing board members will be considered present for roll call.

**Section 9. Fiscal Year Reorganization Meeting.** At the first meeting in the month of July, the Board shall meet to elect new officers, secure a bond for the treasurer and get financial paperwork in order.

## **ARTICLE V. OFFICERS.**

**Section 1. Officers.** Officers of the Library Board shall be Chairman, Vice-Chairman, Secretary and Treasurer.

**Section 2. Election and Term of Office.** Officers shall be elected by the Board for the term of one year beginning upon election by a majority vote at the annual reorganizational meeting held in July.

**Section 3. Vacancy.** Should a vacancy occur in the office of Chairman, the Vice-Chairman shall assume that office. Other vacancies shall be filled by vote at the next monthly meeting.

**Section 4. Chair.**

The Chair shall be the principal executive officer of the Library Board and shall in general, supervise the business and affairs of the Board, and when present, preside over all meetings. He/she may sign with the secretary or treasurer, or any other properly authorized individual, any contracts, instruments or documents, which the Board has authorized to be executed in a public meeting. He or she shall perform all duties as may be prescribed by a majority vote of the Board, from time to time.

**Section 5. Vice-Chair.** The Vice Chair shall perform the functions of the Chair in his/her absence and shall also perform such other duties as may be assigned by the Board or Chair.

**Section 6. Treasurer.** The Treasurer shall oversee the financial records of the Library (W.S. 18-7-106). The Board Treasurer must secure a bond in an amount decided by the County Commissioners.

**Section 7. Secretary.** The Secretary shall oversee the record of Board proceedings at the County Library (W.S. 18-7-106).

**ARTICLE VI. FISCAL YEAR.**

The Carbon County Library System is supported primarily by county taxation (W.S. 18-7-102). A budget shall be presented to the County Commissioners for approval.

**Section 1. Fiscal Year.** The fiscal year of the Board shall begin on the first day of July of each year and shall end on the thirtieth day of June of the following year.

**Section 2. Audit.** The Board shall cooperate fully with an annual audit, as required by the Carbon County Board of Commissioners.

**Section 3. Budget.** The Board of Directors shall each year submit to the County Commissioners a proposed operating budget for the forthcoming fiscal year. Before becoming effective, the budget must be adopted by the County Commissioners as a part of its regular budget adoption process.

**Section 4. Payment of Accounts.** Acknowledgement of expenditures and checks of the Library will require signatures by two board members or one authorized Board member and the Library System's accountant or bookkeeper. Signatures for the checking account shall include the Board Chairman, Board Treasurer and the Library System accountant or bookkeeper, and one other member as voted upon by a quorum of the Board.

**Section 5. Bonds.** A position bond shall be obtained covering the Board members and any other individuals with signatory capacity.

## **ARTICLE VII. DUTIES.**

It is the Library Board's purpose to establish the philosophical direction of the Library System and programs which implement that philosophy. The Board is responsible for sound fiscal management of the System, equitable personnel management practices within the System, and for all legal and ethical aspects of the System's operation.

**Section 1. Library Director.** The Library Board's responsibilities include selection, appointment, supervision and any necessary personnel action taken with the Library Director.

**Section 2. Policies.** The Board is charged with the responsibility to protect the assets of the Library System and assure the availability of the library collection to all county residents. The Board shall develop, approve and regularly review policies for uniform application throughout the county for day to day operation of the system. Current policies are on file at the County Library and at each branch. Policies shall be reviewed and updated as needed.

**Section 3. Media.** The board will select one member annually as the Media Contact to stay in contact with the media on behalf of the Library Board.

## **ARTICLE VIII. LIBRARY FOUNDATION.**

The board member selected by the Board and appointed by the chair will serve as ex-officio member to the Carbon County Library Foundation.

## **ARTICLE IX. AMENDMENTS.**

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the Board of Directors voting after the proposed bylaw amendments have been posted at all library branches for at least 30 days prior to any amendments, and after being presented to the Board at two board meetings, with at least one calendar month before the amendments are adopted.

## **ARTICLE X. SAVINGS CLAUSE.**

If any article in these bylaws or any portion thereof shall be invalidated on any ground by any court of competent jurisdiction, then the Direction shall nevertheless have the right to act to the full extent permitted by any applicable portion of such Article that shall have been invalidated and act to the full extent permitted by Wyoming law.

Adopted 6/85; amended 4/88; revised 12/90, 11/00, 8/03, 8/04, amended 7/24/06, re-written 5/19/08; revised 6/17, amended 9/17, amended 10/17, amended 10/18.