



CHAPTER 1: BOARD OF TRUSTEES BYLAWS

Adopted by the Board of Trustees October 1988.
Revised in July 1999, January 13, 2000, June 8, 2010,
March 8, 2011, November 12, 2013,
Reviewed April, 2017

ARTICLE I

NAME

The name of this organization is the Board of Trustees of the Natrona County Public Library. Its function is to administer the Natrona County Public Library System in accordance with W.S. Section 18-7-101 through 18-7-205.

ARTICLE II

MISSION STATEMENT

Your library - Advocating for literacy, education and a thriving community.

ARTICLE III

LIBRARY BOARD OF TRUSTEES

SECTION 1: Membership

The Board shall consist of five members, each appointed by the Board of County Commissioners for a term of three years.

SECTION 2: Resignation and Vacancies

Any resignation or vacancy, which occurs in the term of a board member, shall be filled by appointment of the Board of County Commissioners. The resignee shall send a letter of resignation to the president of the library board. The president or secretary shall immediately notify the board of county commissioners with a request for an appointment for the unexpired term.

SECTION 3: Salaries of the Library Board

Board members shall serve without compensation; however, the board may reimburse the board members for out-of-pocket expenses incurred.

SECTION 4: Officers

The officers of the board shall be president, vice-president, secretary and treasurer. No person shall hold more than one office at a time. At the regular meeting in July, the Board shall elect its officers who shall take office immediately. Officers so elected shall hold office for a term of one year or until their respective successors are elected and qualified.

SECTION 5: Vacancy of Officer

An officer vacancy of the Library Board shall be filled by nomination and election at the next regular meeting of the Board. A person elected to fill any such vacancy shall hold office until the next regular election.

SECTION 6: President, Duties of

The president shall be the chief officer of the library board. The president shall preside at all library board meetings and shall be an ex officio member of any and all committees. The president shall sign or execute legal documents on behalf of the Library Board.

SECTION 7: Vice-President, Duties of

In case of absence or disability of the president, the duties of that office shall devolve upon the Vice-President. If a vacancy occurs in the office of the president, the vice-president shall perform all functions of the president until a successor for the unexpired term is elected. In the event of absence of both the president and vice-president, the duties of the president shall be assumed by the secretary.

SECTION 8: Secretary, Duties of

The secretary shall be responsible for all official correspondence of the board and shall keep permanent records of the proceedings of the board. This person shall be custodian of all the official records of the board. The secretary may delegate such duties, as desired, with approval by the board, to an approved designee. However, that delegation shall in no way relieve the secretary from responsibility for the performance of his/her duties.

SECTION 9: Treasurer, Duties of

The treasurer shall be responsible for the supervision of all financial matters pertaining to the library. The treasurer shall present a complete financial report to the board at its regular meetings. The treasurer may delegate duties, with approval by the board, as desired to an approved designee. The board shall require the treasurer or any person delegated duties hereunder, to obtain a sufficient bond through Natrona County as deemed appropriate by the commission.

SECTION 10: Duties of the Library Board

“The control, use and disposition of the county library fund is entrusted to the county Library board of directors which shall budget and expend the fund for the maintenance, operation and promotion of the county library and county library system in order to carry out the informational, educational, cultural and recreational role of the county library.” (W.S. Section 18-7-103a) The library board shall:

- (1) employ a competent and qualified director (County Librarian);
- (2) through the Director, supervise and maintain buildings and grounds of the library;
- (3) approve the budget, approve all vouchers, and make sure that adequate funds are allocated to finance the approved budget;
- (4) establish and periodically review the policies governing the operations of the library;
and
- (5) provide adequate insurance protection and risk management procedures.

ARTICLE IV

MEETINGS OF THE LIBRARY BOARD

SECTION 1: Regular Meetings

The regular meetings of the library board are held on the second Wednesday of each calendar month at 5:00 P.M. or as designated by the library board. All citizens of Natrona County are welcome at these meetings.

The order of Business is:

1. Roll call
2. Approval of agenda
3. Public comments
4. Disposition of minutes from preceding meeting
5. Financial report / approval for payment of bills
6. Director’s report
7. Friends of the Library report
8. Foundation report
9. Old business
10. New business
11. Correspondence
12. Press & media coverage
13. Adjournment

SECTION 2: Notice of Meetings

Notice of regular meetings shall be distributed to every member of the board at least three days before the date of the meeting.

SECTION 3: Special Meetings

The president of the board may, at the request of three members of the board, call a special meeting of the Board stating the object of the meeting. Three days prior notice shall be given to library board members and members of the media informing them of the special meeting. No business shall be transacted at a special meeting, except as stated in the call thereof.

SECTION 4: Attendance at Meetings

Members of the library board are expected to attend meetings of the board. The board may request the resignation of any member who has been absent for more than one half of the regular board meetings during a twelve-month period. Board members are expected to contact the president when they are unable to attend a meeting.

SECTION 5: Quorum

A quorum shall consist of a majority of the board at any meeting thereof.

ARTICLE V

DIRECTOR OF THE COUNTY LIBRARY SYSTEM

The director (county librarian) shall administer policies adopted by the board; employ, direct and supervise staff members; prepare required reports; recommend policies and procedures and promote effective library service in accordance with the library's mission statement.

ARTICLE VI

COMMITTEES

The board has the power to appoint such committees as from time to time may be needed. This may be done at any regular or special meetings.

ARTICLE VII
PARLIAMENTARY LAW

In all matters of procedures not specifically covered herein, Robert's Rules of Order shall guide the board.

ARTICLE VIII
AMENDMENTS

These bylaws may be amended in whole or in part at any regular or special meeting of the board. Not less than seven days prior notice of any proposed amendment shall be given all members of the board. Immediately upon the affirmative vote of a majority of all members of the board such changes become effective.