

ORDINANCE #04-18
AMENDING ORDINANCE #03-22
AN ORDINANCE OF DAGGETT COUNTY GRANTING CERTAIN
AUTHORITY TO THE DAGGETT COUNTY LIBRARY BOARD OF DIRECTORS AND
ESTABLISHING CERTAIN POLICIES AND PROCEDURES FOR THE EXERCISE
THEREOF

WHEREAS, Daggett County previously adopted Ordinance #03-22, which Ordinance is amended by this Ordinance.

Purpose: To delegate certain policy responsibility to the Daggett County Library Board ("Board") and provide basic guidelines and procedures for Board operation.

The Daggett County Commission ordains as follows:

SECTION ONE
LIBRARY BOARD OF DIRECTORS
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JUN-21-JUN-2004 2:30pm
Fee: No Fee Cash
RANOE WILDE, Recorder
DAGGETT COUNTY

1.1 Pursuant to the provisions of Title 9, Chapter 7, Section 502, Utah Code Annotated, as amended, the County Library Board of Directors shall consist of not less than five (5) and not more than nine (9) directors chosen from the citizens of the county and based upon their fitness for the office.

1.2 Only one director of the Board may be a member of the Daggett County Commission at any one time.

1.3 All directors shall be appointed by the Daggett County Commission. Appointments to the Board shall be made before the first day of July of each year in which an appointment is necessary.

1.4 Directors shall be appointed to serve for four-year terms, or until their successors are appointed and shall not serve more than two consecutive terms.

1.45 The terms of directors shall be staggered so that approximately one-fourth of the Board is selected each year.

1.5 Any appointed board director may resign from such position by providing written notification to the chair of such resignation. The Chair shall thereupon notify the Daggett County Commission of such resignation.

1.6 Vacancies created by resignation, death, removal, or otherwise shall be filled for the duration of the unexpired term in the same manner as the original appointment.

SECTION TWO OFFICERS

2.1 Officers of the Board shall be Chair, Vice-Chair, and Secretary. They shall be elected by the Board at its December meeting and their term of office shall be for one year beginning January First.

2.2 The County Treasurer shall have legal custody of all library funds and shall act as the treasurer of such funds.

SECTION THREE OFFICERS' DUTIES

3.1 The Chair of the Board shall preside at all Board meetings, authorize calls for any special meetings and generally perform the duties of a presiding officer.

3.2 The Vice-Chair shall preside in the Chair's absence and perform such other duties as requested by the Chair.

3.3 The Chair of the Board shall sign or countersign all official Board documents and where appropriate recommend approval by the Daggett County Commission. The Chair shall arrange staff to act as Clerk of the Board for the purpose of actual minute taking and maintaining official records of Board actions.

SECTION FOUR MEETINGS

4.1 The Board shall have no less than four (4) regular meetings during a calendar year with the quorum present, whether corporal or by means of electronic equipment, for the purpose of discussing or acting upon a matter or matters. For this purpose a quorum consists of that number of board directors that represents 51% or more of the total number of Board directors appointed at the time.

4.2 The Board shall have at least one annual meeting held in the last quarter of each year.

4.3 Special meetings may be called at any time by the Chair, providing notice thereof is given to the public and all trustees at least twenty-four hours in advance.

4.4 If the Board director who is a member of the Daggett County Commission is unable to attend any Board meeting, then that director may designate an alternate to act in that director's place.

4.5 If the member of the Daggett County Commission who is a director of the Board has designated an alternate to act in that director's stead, at any or all Board meetings, then that alternate's presence shall count as a Board director for purposes of meeting a quorum or voting.

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

4.7 Records of all Board meetings shall be kept, managed, classified, and disclosed as required by county ordinance and state law, including, but not limited to the Government Records Access and Management Act.

SECTION FIVE COMMITTEES

5.1 Ad hoc committees for the study and/or investigation of issues or other library matters may be appointed by the Chair to serve until the completion of the work for which they were established.

SECTION SIX DELEGATED POWERS AND DUTIES

Subject to compliance with federal laws, state laws, and County ordinances and policies:

6. The Board is hereby granted responsibility to:

a. Cooperate with Daggett County and the Utah State Library Division, pursuant to the provisions of Title 9, Chapter 7, Section 509 of the Utah Code Annotated, as amended, in providing county library services;

b. establish policies for the operation, maintenance, and care of the library;

c. purchase, lease, exchange, or sell land; purchase, lease, exchange, sell, or construct buildings for the benefit of the library; and purchase, lease, exchange, or sell personal property for the benefit of the library;

d. establish policies for collections and information resources;

e. establish rules to exclude from the use of the library any person who willfully violates library rules or state laws or county ordinances.

6.2 The Board shall:

a. recommend to the Daggett County Commission and the director of the Utah State Library Division a competent person to act as Library Director ("librarian") to have immediate charge of the county library system with those duties specified in a job description approved by the Board and Daggett County Commission.

b. establish and revise library policies in cooperation with the Library Director, subject to consistency with state and federal law and county ordinance and policies, and review by the County Attorney's Office;

c. work cooperatively with the Daggett County Commission, Library Director, library staff, other County staff, and others in the community to provide excellent library service;

d. encourage citizen involvement in the development of long range plans for the improvement of library services and facilities;

e. hear and resolve relevant library issues brought to the Board.

f. make an annual report to the Daggett County Commission on the condition and operation of the library, including a financial statement;

g. submit an annual report to the State library Board;

h. recommend to the Daggett County Commission the removal of any director of the Board for misconduct or neglect of duty; and furnish to the Daggett County Commission in writing, and prior to the time required by law to levy county taxes, an estimate of the amount of moneys necessary to establish, equip, and maintain the library, and to provide library services during the next ensuing fiscal year.

SECTION SEVEN BASIC DUTIES AND RESPONSIBILITIES

OF THE LIBRARY DIRECTOR

The Library Director shall:

- a. serve as Executive Officer for the Board;
- b. be responsible for the administration of the County library system under the policies adopted by the Board and the County;
- c. recommend such policies and procedures to the Board that will promote the efficiency of the library and improve services to its patrons;
- d. be accountable to the Daggett County Commission in complying with library policy, county-wide policy, county ordinances, and state and federal laws;
- e. be responsible for the maintenance and operation of properties belonging to County for its library system;
- f. submit regularly and timely reports to the Board on the progress, activities and finances of the Library.
- g. ensure the appropriate receipt of non-tax income collection and expenditure of all County library funds; and
- h. performs other duties as established in the Director's official job description.

Passed, adopted and ordered published this 21st day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
OF DAGGETT COUNTY

By Chad L. Reed
Chair

Commissioner Reed Voted - Aye
Commissioner Leith Voted - Aye
Commissioner Collett Voted - Absent

ATTEST:

Wibby M. Kee
County Clerk

