RECEIVED

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. 18-7-105c).

The County Commissioners may remove any board member for misconduct or neglect of

duty. 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 be present at all board meetings except when his/her salary, employment or performance is being discussed in executive session. All meetings of the Board shall be open to the public except those dealing with land acquisition or sales, personnel matters, and legal matters, or as permitted by law.

Section 2. Parliamentary Authority. All proceedings of the Board shall be governed by its own policies, Wyoming Statutes and Robert's Rules of Order, Revised.

Section 3. Board Attendance. Members who are absent for three regular meetings of the Board within a fiscal year 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 members and the public must be notified at least one week in advance of the time, place and specific business of the special meeting. Notice of special meetings shall be given in accordance with W. S. 16-4-404 (the open meeting law).

Section 5. Executive Session. The Board, at its discretion, may adjourn to an executive session to discuss land acquisition or sales, personnel matters, legal and other matters permitted by law. The Board shall then return to a regular session to make any decisions.

Section 6. Quorum. Three members of the Board shall constitute a quorum for the purpose of transaction of business at any Board meeting.

Section 7. Teleconferencing. Board members may participate in board meetings via a conference call in lieu of attending board meetings. Arrangements must be made before meetings. Teleconferencing board members will be considered present for roll call.

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 supervise and control all of the business and affairs of the Board. He or she shall preside at all meetings and in general he or she shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board from time to time.

Section 5. Vice-Chair. The Vice Chair shall perform the functions of the Chair in his/her absence.

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 cause an annual audit to be made pertaining to the fiscal affairs of the Library. The audit shall be performed each year.

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.

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 ultimately responsible for sound fiscal management of the System, for 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 and

appointment of the Library Director.

Section 2. Policies. The Board is charged with the responsibility to protect the assets of the Library System. To assure the availability of the library collection to all county residents, the Board shall develop, approve and regularly review policies which will be uniformly applied throughout the county. Current policies are on file at the County Library and at each branch.

ARTICLE VIII. LIBRARY DIRECTOR.

The board shall retain a qualified Library Director who 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.

The Library Director prepares the Board meeting agenda and has the right to speak on all matters under discussion but has no vote. The Library Director is responsible for preparation of the annual budget, for the expenditures of such budget, for the management of employees and for the operation of the library system. The Library Director appoints new staff members and is the representative and spokesman for the staff to the Board. The Library Director is responsible for the assignment of staff duties and activities, for service standards and staff development.

ARTICLE IX. LIBRARY FOUNDATION.

The library board chair or board member appointed by the chair will serve as ex-officio member to the Carbon County Library Foundation.

ARTICLE X. AMENDMENTS.

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the Board of Directors voting at any regular or special meeting subsequent to notification of the proposed change.

Adopted 6/85; amended 4/88; revised 12/90, 11/00, 8/03, 8/04, amended 7/24/06, rewritten 6/17/08