

**FREMONT COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
BY-LAWS**

**ARTICLE I            NAME**

The name of this organization is the FREMONT COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES, hereinafter referred to as the Board.

**ARTICLE II            MISSION**

The Fremont County Library System contributes to healthy, vibrant communities by enriching lives and engaging minds in Fremont County.

**ARTICLE III            PURPOSE AND POLICIES**

**Section 1.        Purpose.** The purpose of this Board is to oversee the administration and policies of the Fremont County Library System in accordance with Wyoming state statutes. Sound fiscal management, employment of a competent and qualified director, and protection of all legal and ethical aspects of the library's operation are of the utmost importance. Library Board members are appointed to act in the interest of the entire Fremont County Library System. In order to avoid any conflict of interest, actual or perceived, Library Board members are required to suspend their involvement (involvement meaning Board Membership and voting rights) with all formal library support groups during their term/s in office.

**Section 2.        Policies.** The policies of this Board shall be in harmony with those established by other county and state institutions. The Board as a policy making body shall delegate administrative responsibilities to the director.

**ARTICLE IV            MEMBERS**

**Section 1.        Number and Term.** Appointment of board members and filling of vacancies shall follow the procedures outlined in Wyoming Statute 18-7-103b. The Board, appointed by the County Commissioners, shall be composed of five (5) members. The term of office is three (3) years. A trustee may be appointed for two (2) consecutive terms and shall not be eligible for reappointment until two (2) years after the expiration of the second term. An effort shall be made by the Board to ensure that applications for appointment are received from the three (3) separate population centers of Fremont County so that the County Commissioners can consider geographical representation in making their decision.

**Section 2.        Attendance.** Attendance at regularly scheduled board meetings is expected of all members. The Board may recommend to the County Commissioners removal of said member(s) who miss three (3) or more consecutive meetings. This shall be considered neglect of duty as outlined in Wyoming Statute 18-7-103c. Any Board member may participate in the meeting via telephone or other electronic means, so long as all participating Board members are able to communicate with each other contemporaneously and are able to participate fully on that particular issue in its entirety prior to voting.

**Section 3.        Conflict of Interest.** The Board will comply with Wyoming's laws regarding conflict of interest.

**Section 4.        Oath of Office.** The following Oath will be sworn by each Board member before assuming office and upon any subsequent reappointment to the Board:

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of the State of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity.”

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**ARTICLE V MEETINGS**

**Section 1. Types.**

**Regular.** Date, time and location of the regular meeting of the Board shall be established for the calendar year.

**Special.** Special meetings may be held at any time when called by the Chair, or at the request of three (3) members. All members must be notified at least 24 hours in advance. All board meetings must be conducted in accordance with the Wyoming open meetings' law.

**Annual Reorganization.** The election of officers shall be held at the August meeting.

**Section 2. Quorum.** Three (3) members shall constitute a quorum. In the absence of a quorum, the approval of the bills for payment or other administrative duties may be done by a telephone conference call.

**Section 3. Proxies.** Written proxies are allowed. Any Board member may carry a proxy for an absent Board member. The proxy should list items on the agenda the absent Board member wishes to vote on and how to vote on each of those items.

**Section 4. Majority Vote.** A majority vote is more than half of the votes cast by the members *present*. If three members are present, two of the three constitute a majority. If four members are present, three of the four constitute a majority. A tie vote is a lost vote because it is not a majority.

**Section 5. Ratified Action.** The Library Board complies with Wyoming State Open Meeting laws, but on rare occasions the Board may need to take administrative action for the library system. If such action is taken the Library Board will ratify their decision at their next properly called meeting.

**ARTICLE VI OFFICERS AND DUTIES**

**Section 1. Board Offices.**

**Offices.** The officers of the Board shall be Chair, Vice-Chair, Secretary, and Treasurer. Officers shall be elected at the annual reorganization meeting and shall take office at that meeting. Any vacancy which occurs in an office shall be filled for the remainder of the term by board election at the next regular meeting.

**Term.** Terms of the office shall be one (1) year. No elected officer shall serve more than one (1) consecutive term, except for the Treasurer who may serve two (2).

**Duties.**

Chair: Presides at all meetings.  
Authorizes calls for special meetings.  
Establishes meeting agenda with library director.  
Performs the duties of a presiding officer.  
May participate in debate, make motions, and vote without giving up the chair.

Vice-Chair: Acts in the absence of the Chair.  
Aids the Chair as needed.

Secretary: Responsible for all official correspondence of the Board.  
Makes the official record of the minutes.

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May delegate such duties, as desired, with the approval by the Board, to an approved designee.

Treasurer: Assures that the director keeps a record of all monies received and disbursed.

**Section 2. Non-Board Offices and Duties**

**Non-Board Offices.**

**Duties.**

Director: Records/tapes all proceedings of board meetings and issues notices of all meetings as directed by the Chair.  
Posts minutes of the meetings for the staff and public in each of the libraries within ten (10) days after the meeting.

**ARTICLE VII COMMITTEES**

**Section 1. Standing.** The Board may establish standing committees which shall make regular reports. Membership on a standing committee shall be for one (1) year by appointment of the Chair.

**Section 2. Special.** Special committees may be authorized by board approval for limited purposes and shall serve only until completion of assignment. Membership may include board members, community, and/or staff.

**ARTICLE VIII ORDER OF BUSINESS**

**Section 1. Procedure.** Robert's Rules of Order, Revised, shall be used as the guide for parliamentary procedure.

**Section 2. Agenda.** Agendas for monthly meetings shall be the responsibility of the Chair in conjunction with the director. Agendas, with supporting documents, shall be sent to each board member and other interested parties such as the press at least five (5) days in advance of the meeting.

The following order may be used:

- Call to order (time recorded)
- Approval of agenda
- Presentations
- Approval of consent agenda which includes minutes, financial report, and bills
- Reports: Director (written/verbal), Managers, Board Members, Committees
- Policy Review
- Unfinished Business
- New Business
- Correspondence
- Other Business
- Upcoming Calendar
- Next meeting
- Adjournment

**ARTICLE IX LIBRARY DIRECTOR**

**Section 1. Director.** The Board shall retain a qualified director who shall administer policies adopted by the Board; employ, direct, and supervise staff; prepare the annual budget and required reports; recommend policies and procedures to promote effective library service; serve as a

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liaison between the Board and formal library support groups (e.g. Friends, Fremont County Library Foundation); and complete other duties as assigned by the Board. The Director shall operate under the principle that the Board recognizes the value of formal library support groups and encourages partnerships with them. The job description of the Director and all other library job descriptions shall be kept in a staff manual.

**Section 2. Evaluation.** The Director shall be evaluated at least annually by the Board.

**Section 3. Selection.** Procedures will be established by the Board upon notice of resignation or termination of current director.

**ARTICLE X AMENDMENTS**

**Section 1. Amendments.** The By-Laws of the Fremont County Library System Board of Trustees may be amended and adopted by a majority vote of the Board upon completion of the second reading at regular board meetings.

**ARTICLE XI POLICIES & PROCEDURES**

The FCLS Board shall maintain a separate policy and procedures document that may be changed or added to following a single reading. If the policy or procedure will directly affect the public, then the required public notice and hearing requirements shall be met prior to approval by the Board.

Approved October 23, 1996 (first reading) and November 20, 1996 (second reading).

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