

**FREMONT COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
POLICIES & PROCEDURES**

SECTION 1. Maintenance of Fremont County Library System Board of Trustees Policy Manual

1. Maintenance: The policies and procedures of the Fremont County Library System Board of Trustees will be maintained in electronic form by the Board Secretary and posted by the Director on the Library website known as the Fremont County Board of Trustees Policy Manual.

2. Amendments: During each fiscal year, amendments, deletions, additions and review of policies will be made as needed and incorporated into the Policy Manual. Amendments, deletions and additions to policies not relating to the public can change at any time with or without notice.

3. Public Notice: In compliance with the Wyoming Administrative Procedure Act (WAPA – Wyo. Stat. Ann. §16-3-101, as amended) when policy relating to the public is adopted or amended the following will occur before the board adopts, amends or repeals a rule that implements library policy, which has general applicability to the public:

- a. Provide notice.
- b. Provide 45-day comment period.
- c. Hold a public hearing.
- d. File with the County Clerk.

SECTION 2. FCLS Board’s Patron Concern/Complaint Policy

Upon hearing a concern/complaint directly from a patron, the Board member needs to instruct the patron to utilize the most current Library Policy and Procedures for handling concerns/complaints. If, however, the patron is not willing or able to do so, then the following steps are to be taken:

1. Inform the patron that the concern/complaint has to be in writing. This can either be on the form from the current Policy, an email, or a handwritten note. The patron also needs to provide their contact information.
2. If the issue doesn’t involve the Director, the written concern/complaint is forwarded to the Chair. The Chair will then forward it to the Director, copying the rest of the Board. This concludes the Board's immediate action. The Board will follow up with the Director on the resolution of the issue and then determine if there are any additional steps to take.
3. If the concern/complaint involves the Director, the written concern/complaint is forwarded to the Chair. The Chair will inform the rest of the Board and decide whether to hold an emergency meeting, a special meeting, or wait until the next regularly scheduled Board meeting to address the issue. The Board, as a whole, will determine what the next steps should be and who should take them. Upon completion of these steps the Board will meet with the Director to discuss the concern/complaint and its findings.

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SECTION 3. Policy and Procedure for Public Comment during a FCLS Board Meeting

- 1. Agenda:** The FCLS Board Meeting Agenda includes an opportunity for public comments and persons wishing to address the Board during a Library Board Meeting are limited to doing so during this time.
- 2. Sign-up:** Speakers may be asked to sign up to speak in the public comments portion of the meeting and may be asked to provide their name and affiliation.
- 3. Speakers and Speaker Order:** No member of the Public shall address the Board until the presiding Board member has recognized and invited him/her to speak. If a sign-up sheet is used, the presiding Board member will call on speakers in the order in which they signed up.
- 4. Time Limits:**
 - a. Public comments are limited to three (3) minutes per individual.
 - b. Individuals cannot “donate” their speaking to another individual.
 - c. The presiding Board member may shorten a speaker’s time limit based on reasonable factors such as repetition of comments or disruptive behavior as set out elsewhere in this policy.
 - d. When the presiding Board member or appointee indicates the time limit has been reached, the speaker may finish his/her current sentence, but must then stop speaking.
- 5. Method:** Public comments are limited to presentations of facts, information, or opinion and are not debates.
- 6. Addressing the Board:** Comments should be addressed to the Board and not to other members of the audience.
- 7. Identification:** Speaker shall clearly state his/her name so it can be recorded in the minutes.
- 8. Disruptive Behavior Prohibited:** W.S. 13-4-406 prohibits the disruption of public meetings. If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the person or persons who are willfully interrupting the meeting, the governing body may order the removal of the person or persons or group from the meeting room and continue in session, or may recess the meeting and reconvene at another location...The presiding Board member may limit or end the comments of a person, or may ask for a person to be removed from the meeting , if they are engaging in belligerent, impertinent, threatening, disparaging, or disruptive behavior.
- 9. Relevance:** Public comments should be limited to matters that are relevant to the Fremont County Library and that fall within the purview of the Library Board.

SECTION 4. FCLS Board Policy and Procedures for Handling Executive Session Documents

Policy: It is understood that all documents reviewed in Executive Session are confidential and proprietary. Documents reviewed in Executive Session are not to be discussed or released to any

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persons outside of the Board or persons present at that Executive Session. Care should be taken to ensure that all documents related to the Executive Session remain secure, no matter the storage medium. Any documents presented by the Board or to the Board in Executive Session are proprietary and the responsibility of the Board to keep secure.

Procedure:

1. Documents presented in Executive Session may be retained as follows:
 - a. Documents should be labeled “Confidential.”
 - b. Retained in a secure file clearly labeled as Executive Session.
 - c. If electronic, retained in a file labeled FCLS Board Executive Session.
2. Documents or emails concerning executive session may be disposed of as follows
 - a. Returned to Chair at end of meeting for shredding.
 - b. Deleted from the member’s computer after 3 years.
 - c. Deleted from the Board Member’s email server after 3 years.
 - d. Shredded after 3 years if a hard copy is kept.
3. If any member has a concern about inappropriate dissemination of Executive Session documents, they should notify the Board Chair immediately.
4. Minutes for Executive Session, either approved or unapproved, shall be confidential and produced only in response to a valid court order. They are also to be held in a secure file.
5. Emails among board members that concern documents or discussion pertaining to Executive Session should state that in the email subject line, such as “Executive Session - Confidential” or a similar title.

SECTION 5. General Policy & Procedures

1. Communication: The Chair should be the liaison between the Board and Management (the Director). Any communication by a Board member regarding the Fremont County Library System with County Commissioners or Public Safety should first be discussed with the Board, and Board consensus should be reached prior to that discussion.
2. Storage of Documents: Paper or electronic documents should be retained for five years. (Received from Deputy County Attorney Jodi Darrough, August 2022).
3. Content of Motions: The Board has elected to keep minutes minimalistic. Therefore, when a motion is made, the motion should have the rationale for the motion included so there is a record of why the motion was made.
4. Public Correspondence: Any correspondence to the Library Board will be forwarded to the Library Director. Any correspondence directed to an individual Board Member will be forwarded to the Chair, who will then forward to the Library Director. The Library Director will respond as soon as possible but no longer than two weeks.

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SECTION 6. Conflict of Interest Acknowledgment

**FREMONT COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS AND LIBRARY EMPLOYEES
CONFLICT OF INTEREST ACKNOWLEDGMENT
Officers, Board Members and Employees**

No Board member or committee member of the Fremont County Library System shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Fremont County Library System except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Fremont County Library System library board, committees, and staff shall not obtain or access any list of library patrons for personal use.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Fremont County Library System that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Fremont County Library System.

Signature: _____ Date: _____

Printed name: _____

Fremont County Library System position:

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History of Adoption & Revisions

Adopted June 1, 2022

Revised March 1, 2023

Revised June 7, 2023

Revised February 7, 2024