

**BYLAWS OF THE EAST ROUTT LIBRARY DISTRICT
BOARD OF TRUSTEES**

As Adopted and Amended December 8, 2021

ARTICLE I: NAME

This organization shall be known as the East Routt Library District Board of Trustees which was established by resolution on January 1, 1980.

ARTICLE II: PHYSICAL BOUNDARIES

District boundaries will include all of the real property presently contained in the RE-2 School District and will be subject to immediate review at any time the RE-2 School District Boundaries change.

ARTICLE III: ADMINISTRATIVE BOUNDARIES

The District will be responsible for the management and control of the Bud Werner Memorial Library at Steamboat Springs and, upon request, for any other public library created in compliance with C.R.S. Title 24, Article 90, hereafter referred to as Colorado Library Law.

ARTICLE IV: POWERS OF THE BOARD

The Board of Trustees is empowered to develop, maintain and continuously evaluate policies, plans, and systems designed to improve library services in compliance with Colorado Library Law.

ARTICLE V: ADMINISTRATIVE MANAGEMENT AND CONTROL

The management and control of the East Routt Library District shall be vested in a Board of not fewer than five nor more than seven Trustees. Trustees shall be appointed in accordance with Colorado Library Law. After the first appointments, Trustees shall be appointed for a five-year term not to exceed forty terms.

A Quorum of the Board shall consist of three or more of its members.

Manner of Acting: A majority vote of Trustees present in person or by telephone at a regular or special meeting of the Board shall constitute official action taken. The Board President may call for a unanimous vote on matters between meetings by telephone, fax,

email or other electronic means in accordance with C.R.S. 24-6-402, hereafter referred to as Colorado Open Meetings Law.

Election of Officers among the Trustees shall take place at the first regularly scheduled meeting of the Board each January. The officers will consist of a President, Vice-President, Treasurer, Secretary and any other officers the Board may deem necessary.

The President shall preside at all meetings, shall appoint all standing and special committees and shall perform all duties pertaining to the office of President and such other duties as may be prescribed by the Board from time to time. The President shall be an ex-officio member of all committees.

Vice-President: In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time be assigned to him/her by the President of the Board.

Special Committees may be created at the option of the Board from among its membership, the public, or a combination.

Salaries and compensation for Trustees are prohibited although travel and subsistence expenses actually incurred may be reimbursed upon approval of the Board.

Regular Meetings shall be held on the fourth Wednesday of each month at 12:00 p.m. at the Bud Werner Memorial Library or at a time and place agreed upon no less than 24 hours in advance of the meeting.

Special Meetings may be called by the President or any two Board members at any time so long as notice of the time, place and purpose of the meeting is served upon all Board members and publicly posted in accordance with Colorado Open Meetings Law.

Resignation of Trustees may occur at any time notice is submitted in writing.

Removal of Trustees A library trustee may be removed only a majority vote of the appointing legislative body or bodies, but only upon a showing of good cause as defined by the Board of Trustees.

Roberts Rules of Order shall govern the Board whenever these by-laws do not provide for the proper procedure.

Agendas for Board meetings are the responsibility of the Library Director and the President of the Board and, at all regular meetings will include a review of the minutes, financial reports and disbursements, and new and unfinished business.

Public Participation at Meetings: A public comment period will be provided at all public meetings of the Board of Trustees. Trustees will listen to Public Comments and consider them during their deliberations as a Board. Trustees will not answer questions or engage in debate during Public Comment period. Speakers may be directed to staff or other sources for responses to questions raised during Public Comment period. Public comment or concerns that require more deliberation, research or study may be considered for addition as an agenda item at meetings subsequent to the meeting in which they arise.

ARTICLE VI: FISCAL MANAGEMENT AND CONTROL

All Board officers and the Library Director shall be signators on all Library bank or investment accounts. Library checks under \$5,000 must carry the signature of either the Library Director or any Board member. Checks for \$5,000 or more must be signed by both the Library Director and any Board member or in the Library Director's absence, any two Board members. All expenditures must be approved by a quorum of the Board of Trustees, either before or after payments are issued.

The establishment of any deposit or investment accounts shall be authorized by a quorum of the Board of Trustees.

The receipt or expenditure of any funds not reflected in annual budget of the library will require authorization by a quorum of the Board of Trustees.

ARTICLE VII: LIBRARY DIRECTOR

The Board shall appoint and set the compensation of the Library Director who shall serve at the request of the Board.

Duties of Library Director

The Library Director shall execute and administer the policies adopted by the Board, and shall, in addition, be responsible for the direction and supervision of the library staff and for the operation of the library itself. The Library Director shall submit monthly reports to the Board of the condition and operation of the library and shall make recommendations to the Board of such policies and procedures as will promote the efficiency of the library and service to whom it serves.

ARTICLE VIII: AMENDMENTS TO THE BY-LAWS

These by-laws may be amended in conformance with Colorado Library Law at any regular meeting of the Board