

## BOARD BY-LAWS

### ARTICLE I -- NAME

The organization shall be called the GRAND COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES existing by virtue of the provisions of the 1947 Library Law (Ch. 84, CRS, 1963) of the state of Colorado, and amended; and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. On February 9, 1938 the County Commissioners established the Grand County Library Board in accordance with Ch. 192, Session Law 1937. On November 8, 1994, the County Commissioners presented a ballot question to the people concerning the creation of a separate Library District, pursuant to CRS 24-90-107(3): the vote was favorable, and the Grand County Library District was established January 1, 1995, pursuant to CRS 24-90-107(3)(g) et seq.

### ARTICLE II -- BOARD MEMBERSHIP

**Section 1.** The Board shall consist of three regular members, one representing District 1 (East County Area); one representing District 2 (Central County Area); and one representing District 3 (West County Area), the same areas represented by the Board of County Commissioners. Four members, at large, may be selected from anywhere within Grand County, however, when at all possible, the board will be composed of at least two members from each of the three districts.

**Section 2a.** Board members shall be appointed by the Grand County Commissioners, upon recommendation of the Library District Board of Trustees. The original terms of appointment were set by the Board of County Commissioners at the formation of the District.

Position	Term Begins	Term Ends
West 1	January 1, 1995	December 31, 1995
West 2	January 1, 1995	December 31, 1999
Central 1	January 1, 1995	December 31, 1998
Central 2	January 1, 1995	December 31, 1999
East 1	January 1, 1995	December 31, 1996
East 2	January 1, 1995	December 31, 1997
At-Large	January 1, 1995	December 31, 1997

By amendment in May 1996, terms were redefined for three-year periods from the expiration of the initial term.

## BOARD BY-LAWS

### ARTICLE II -- BOARD MEMBERSHIP

**Section 2b.** Vacancies shall be filled by appointment by the Grand County Commissioners, upon recommendation of the Library District Board of Trustees, for the remainder of the unexpired term.

**Section 3.** A trustee shall not receive a salary or other compensation for services as a trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the library fund. Mileage allowance for monthly meetings and for completion of library business may be paid at the same rate as is generally paid by the library.

**Section 4.** Trustees will abide by the Bylaws of the Grand County Library District Board of Trustees, Policies and Procedures of Grand County library District, the Ethics Statement for Public Library Trustees, Special District Law, and Colorado Library Law.

**Section 5.** If the person duly appointed does not attend three consecutive regular Board meetings or is absent from four regular meetings a year, the Board has the option to approve additional absences or advise the Grand County Commissioners of a vacancy and recommend a replacement.

## BOARD BY-LAWS

### ARTICLE III - OFFICERS

**Section 1.** The officers of the Board shall consist of a president, a vice-president, a treasurer, a secretary-corresponding secretary.

**Section 2.** Officers shall serve a term of two years from the meeting at which they are elected or until their successors are duly elected.

#### **Section 3.** Duties of Officers

- a. **President.** The president shall preside at all meetings of the Board, authorize special meetings, appoint committees, execute all documents authorized by the Board and generally perform all duties associated with that office.
- a. **Vice-President.** The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.
- b. **Treasurer.** The treasurer shall work closely with the Library Director in development of budget proposals, and shall perform all such other duties as are generally associated with that office.
- c. **Secretary-Corresponding Secretary.** The secretary, or a designee, shall keep a true and accurate record of all meetings of the Board, including executive sessions, and shall, as authorized by the Board, handle any correspondence to come before the Board. The secretary shall also maintain orderly archives of correspondence, minutes, emails and all other board records.

## BOARD BY-LAWS

### ARTICLE IV -- MEETINGS

**Section 1.** Conduct of meetings: Robert's Rules of Order shall govern proceedings of all meetings.

**Section 2.** The regular meetings shall be held each month, the date, hour, and location to be set by the Board at its January meeting each year.

**Section 3.** The election of officers shall be held biennially, at the time of the regular meeting in December of odd numbered years. The officers shall assume their duties the following January of the evenly numbered years.

**Section 4.** The order of business for regular meetings shall include, but not be limited to, the following items:

- I. Amendments to Agenda
- II. Approval of Agenda
- III. Opportunity for Public Comment
- IV. Minutes and Correspondence
- V. Highlights of Reports
- VI. Information/Discussion Items
- VII. Action Items
- VIII. Adjournment

**Section 5.** Special meetings may be called at the direction of the president or at the request of three members of the Board.

**Section 6.** A quorum for the transaction of regular business at any meeting shall consist of a simple majority, present in person, or by telecommunication devices, of the total members of the Board.

**Section 7.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, including amendments to the Bylaws.

**Section 8.** The president shall abstain from voting, unless there is need to break a tie.

**Section 9.** An Action Item on the agenda must have been presented at the previous board meeting as an Information/Discussion Item with as much detail as situations permit. In emergency situations, a two-thirds (2/3) majority of the board may suspend this procedure.

## BOARD BY-LAWS

### ARTICLE V -- POWERS AND DUTIES OF THE BOARD

**Section 1.** The Board of Trustees shall have powers and duties as outlined in the Library Law, CRS 24-90-109; specifically, the Board of Trustees shall:

- a. Adopt such bylaws, rules, and regulations for its own guidance and policies for the governance of the library as it deems expedient. The bylaws shall include, but not be limited to, provision for the definition of good cause to be applied in the removal of a trustee pursuant to CRS section 24-90-108(5); designation of those officers to be appointed or elected and the manner of such appointment or election; rules and regulations for the conduct of meetings, rules for public participation in meetings, and procedures for amending the bylaws. The bylaws of the library district shall further provide for the length and number of terms of board members. A copy of the bylaws shall be filed with the Board of County Commissioners and the state library in accordance with section 24-90-105 (a) (m);
- b. Have custody of all property of the library, including rooms of buildings constructed, leased, or set apart therefore;
- c. Employ a director and, upon the director's recommendation, employ such other employees as may be necessary. The duties of the director shall include, but not be limited to:
  - I. Implementing the policies adopted by the board of trustees pursuant to paragraph (a) subsection (a) of this section;
  - II. Recommending individuals for employment by the board of trustees;
  - III. Performing all other acts necessary for the orderly and efficient management and control of the library.
- d. Submit annually a budget as required by law and certify to the Board of County Commissioners the amount of the mill levy necessary to maintain and operate the library during the ensuing year;
- e. Adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, CRS, and have exclusive control and spending authority over the disbursement of library funds as set forth in section 24-90-112(2) (a);
- f. Accept such gifts of money or property for library purposes as it deems expedient;
- g. Hold and acquire land by gift, lease, or purchase for library purposes;

## BOARD BY-LAWS

### ARTICLE V -- POWERS AND DUTIES OF THE BOARD

- h. Lease, purchase, or erect any appropriate building for library purposes and acquire such other property as may be needed therefore;
- i. Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase to same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state;
- j. Borrow funds for library purposes by means of a contractual short-term loan when moneys are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
- k. Authorize the bonding of persons entrusted with library funds;
- l. Conduct an annual audit of the financial statements of the district.
- m. Adopt a policy for the purchase of library materials and equipment on the recommendation of the librarian;
- n. Hold title to property given to or for the use or benefit of the Library, to be used according to the terms of the gift;
- o. Have the authority to enter into contracts;
- p. Maintain a current, accurate map of the legal service area and provide for such map to be on file with the state library.

## BOARD BY-LAWS

### ARTICLE V -- POWERS AND DUTIES OF THE BOARD

**Section 2.** At the close of each year, the Board of Trustees shall make a report to the Board of County Commissioners showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures. The report shall include such other statistics and information as the board of trustees deems of public interest and as may be requested by the state library. A copy of this report shall be filed with the state librarian.

**Section 2.5.** At the close of each calendar year, the board of trustees of every public library shall make a report to the state library in the form of a response to a survey to be designed and administered by the state library. The report shall contain such other statistics and information as may be required by the state library.

**Section 3.** The Board of Trustees, under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon, may allow nonresidents of the Library District to use such library's materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily.

**Section 4.** In addition to the powers and duties of the Board of Trustees specified in subsection (1) of this article, the board of trustees shall have the authority to request of the Board of County Commissioners that an election be held to alter the maximum tax levied to support the library, pursuant to CRS 24-90-112(l)(b)(III), in which case the Board of County Commissioners shall cause the vote to be held.

### ARTICLE VI -- COMMITTEES

**Section 1.** The Grand County Library Board of Trustees shall have four standing committees; Finance, Policy, Strategic Planning, and Public Relations. Each shall be chaired by a trustee. The responsibilities and membership shall be as follows:

- a. Finance Committee will be made up of the GCLD Board Treasurer, who shall chair the committee, another trustee appointed by the president, the executive director, library district staff member responsible for managing the district finances, and may include a representative of the community.
- b. Policy Committee shall be made up of two trustees appointed by the president, the executive director, staff members and may include a representative of the community.

## BOARD BY-LAWS

### ARTICLE VI -- COMMITTEES

- c. Strategic Planning Committee will be made up of two trustees appointed by the president, the executive director, staff members and may include a representative of the community.
- d. Public Relations Committee will be made up of two trustees appointed by the president, the executive director, staff members and may include a representative of the community.
- e. The chair of each committee will select staff members and may include a representative from the community to reflect all geographic areas of the district.
- f. The GCLD board president is an ex-officio member of each committee.

**Section 2.** Committees of the Whole. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time (i.e. nominating, board evaluation, board development, etc.). The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

**Section 3.** Committees shall make progress reports to the board at each of its meetings.

**Section 4.** No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.



## BOARD BY-LAWS

### ARTICLE VI -- COMMITTEES

**Section 5.** To achieve the Grand County Library District's mission "to provide access to informational, recreational, cultural and educational materials for the community", the responsibilities of the four standing committees will be as follows:

**The Finance Committee's** responsibilities are to establish annual and long-range budgets and financial practices that help the district accomplish its mission. To do that the committee:

- ensures that the District follows fiscal procedures consistent with Colorado State and Special District Law and the requirements of Grand County in preparing and administering an annual budget and submitting it for independent audit,
- develops and monitors an annual budget in conjunction and consultation with the Director and a staff designee charged with financial oversight and maintenance of financial records and presents it to the Board for approval,
- reviews and evaluates the annual independent audit and prepares a recommendation for Board action,
- ensures that the GCLD is adequately insured against property loss and liability claims,
- provides long-range projections for income, expenses and reserves,
- develops and negotiates contracts for all capital asset projects, and
- initiates procedures and assists with means to obtain gifts, bequests, and special grants from appropriate sources.

**The Policy Committee's** responsibilities are to review and update the district policy manual. To do this, the policy committee:

- meets as needed, but no less than annually to review existing policies and draft new policies requested by staff, board or patrons
- modifies the policy manual as necessary,
- presents new or revised policies to the Board for approval,

**The Public Relations Committee's** responsibilities are to uphold the reputation of the library, win understanding and influence opinions. To do this, the committee:

- develops materials promoting library services and programs
- develops and implements publications, events, news, community involvement activities, branding and advocacy.
- develops outreach strategies to diverse populations within the district
- reports annually to the Board.

## BOARD BY-LAWS

### ARTICLE VI -- COMMITTEES

**The Strategic Planning Committee's** responsibilities are to create and annually update a long range plan for the GCLD that enables it to fulfill its mission. To do this, the strategic planning committee:

- meets as needed, but no less than annually to review existing plans, Colorado Library Standards and changes in context,
- proposes new plans for the next five years,
- modifies the strategic plan for the upcoming year setting goals for the Director, the Board and the district,
- presents the strategic plan update to the Board,  
recommends policy changes necessary to facilitate plans.