

**GUNNISON COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES**



BYLAWS



**AMENDED OCTOBER, 2000, FALL 2001, FALL 2004, SUMMER 2005, FALL 2007,
AUGUST 2008, AND DECEMBER 2009
GUNNISON COUNTY, COLORADO
(THESE BYLAWS WERE ADOPTED DECEMBER 8, 2009)**

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ORGANIZATION

1001: LEGAL DESIGNATION

The Gunnison County Library District, was duly established and designated as such by resolution of the Board of County Commissioners of Gunnison County, dated December 18, 2007, and became effective the 1st day of January, 2008, pursuant to the Library Law of the State of Colorado, as contained in the Revised Statutes, 2005, CRS 24-90-101 to 24-90-118.

Hereinafter, the term "Library" shall mean the library facilities of the Gunnison County Library District, including any and all branch facilities and operations as may be established by the Board. Hereinafter, the term "Board" shall mean the Board of Trustees of the Gunnison County Library District and "Trustee" shall mean an individual member of the Board of Trustees.

1002: GOVERNMENT

The laws of the State of Colorado, the written Bylaws, and the Policies and Procedures duly adopted by the Board shall govern the Library. A copy of the Bylaws and any subsequent modifications shall be filed with the Board of County Commissioners.

1003: BOARD OF TRUSTEES

1. Trustees shall be residents of Gunnison County, and the Board of Commissioners shall appoint each for a term of five years, to commence immediately after appointment.
2. The Board shall consist of no less than five and no more than seven Trustees.
3. Trustees shall be eligible for reappointment to fill their own vacancies to a maximum of two consecutive full terms.
4. The Board of Commissioners shall fill a vacancy for the remainder of an unexpired term as soon as possible after the vacancy occurs.
5. A Trustee may be removed by the Board of County Commissioners upon a showing of good cause. For the purposes of these Bylaws, "good cause" shall include, but shall not be limited to the following:
 - (a) Missing more than three (3) regular Board meetings during a single calendar year,
 - (b) Unexcused absences for any two (2) consecutive Board meetings,
 - (c) The judgment of the majority of the Board that removal would be in the best interest of the Library.
6. A Trustee shall not receive salary or any other compensation for services rendered as such Trustee, but necessary travel and subsistence expenses for educational purposes or other Library-related Board responsibilities may be paid from a Library budget fund.
7. At the first meeting of the calendar year, the Board shall meet and reorganize by electing a President, Vice President, Secretary, Treasurer and other such officers as it deems necessary.

8. The Board shall appoint committees as deemed necessary by the Board. Certain committees, at the Board's discretion, may include non-Board members in an effort to involve more community members in library decision-making.
9. In the event of the resignation of an officer or other creation of a vacancy of an elected office, the Board shall conduct an election to fill the vacancy.
10. The Board shall ensure that liability coverage for buildings and property of the Library District is maintained.

1004: BOARD RESPONSIBILITIES

1. The Board has fiscal and legal responsibility for the control and management of the library and has all the powers enumerated in CRS 24-90-109.
2. Trustees should be knowledgeable about library services, needs, and Colorado Library Law. They should have a sincere interest and commitment to the improvement of library services.
3. The Board shall protect and defend intellectual freedom by ensuring free and open access to information and materials as guaranteed by the 1st Amendment of the Constitution of the United States.
4. Specific powers and duties of the Board include but are not limited to:
 - a) Making decisions on funding, allocations, property management and future plans.
 - b) Hiring, firing, and evaluating the performance of the Library Director, on an annual basis at a minimum and more often if deemed necessary by the Board.
 - c) Developing and revising Library Board policy and approving policies related to the operation of the library.
 - d) Helping promote public relations and publicity within the community.
 - e) Setting long and short-term goals for Library staff and the work of the Board.
 - f) Attending workshops and Board meetings.
 - g) Evaluating library services and needs to better serve the community.

1005: BOARD ETHICS

1. Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the situation.
3. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. A trustee must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.

6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of Library materials by groups or individuals.
7. Trustees who accept Library Board responsibilities are expected to perform all of the functions of Library Trustees.
8. Trustees must conduct themselves in a professional manner with courtesy and respect to other Trustees and Library staff.
9. Trustees must follow the protocol stated in the Policies and Procedures for interacting with and requesting information from the Library Director and staff.

1006: BOARD MEETINGS:

1. The agenda shall be drafted by the Board President, and the Library Director shall produce the agenda and deliver it to the Board members prior to the meeting.
2. The order of business at all regular meetings of the Board must include at least the following items.
 - a) Call to Order
 - b) Approval of the Agenda
 - c) Approval of the Minutes of the previous meeting
 - d) Financial Report
 - e) Old Business
 - f) New Business
 - g) Public Comment
 - h) Adjournment
3. Recording Procedures.
 - a) Meetings and work sessions shall be recorded while minutes and summaries shall be written.
 - b) Minutes of all board meetings shall be prepared by the Board Secretary or a duly appointed representative and a draft then distributed to all board members. The minutes will then be amended, if necessary, and approved by the Board, at the next regularly scheduled board meeting.
 - c) A tape recording and printed summary shall be kept of all work sessions held by the board. Draft summaries of the work sessions will be provided to the Board and approved.
 - d) Copies of the adopted minutes and approved work session summaries will be made available for review at the office of the Library Director.
 - e) Meeting tapes shall be kept for ninety days after the meeting date, , unless another length of time is specified by law.

1007: TRUSTEE ORIENTATION:

A Trustee orientation workshop will be conducted by the Library Director and the President of the Board when necessary for new members on the Board. This may include an overview of

the Bylaws, the Policies and Procedures, and information about the various services offered by the Library.

1008: POWERS AND DUTIES OF THE BOARD

1. The Board of Trustees of the Gunnison County Library District shall have the following powers:
 - a) To adopt and revise as necessary such bylaws, rules and regulations for its own guidance and for the administration of the Library as its members deem appropriate;
 - b) To supervise, and ensure the care and custody of all property and equipment of the Library, including rooms, buildings and/or all the necessary facilities as may be constructed, leased or set apart therefore;
 - c) To employ and regularly evaluate a Library Director at six months during the first year, at the end of the first year and at least annually thereafter and, upon his or her recommendation, employ such other employees as may be necessary, and to prescribe their duties and compensation as necessary;
 - d) To create, in cooperation with the Library Director, a budget for the upcoming fiscal year including those sums necessary to maintain and operate the Library facilities during the ensuing fiscal year, and as may be allowed by law, the designation of certain funds for the purpose of investment and/or capital improvements;
 - e) To assume final responsibility for the expenditure of funds of the Library;
 - f) To accept such gifts or grants of money or property for Library purposes as it deems appropriate;
 - g) To hold and acquire land by gifts, grants, lease or purchase, for Library purposes;
 - h) To own, lease, purchase, and/or cause to have constructed any appropriate building or buildings for Library purposes, and acquire such other property as may be needed therefore;
 - i) To 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 the sale thereof, under an agreement or lease, with or without an option to purchase the 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 the State of Colorado;
 - j) To borrow funds for Library purposes by contractual loan when funds are not immediately available but will be in the future;
 - k) To contract for professional services such as accounting, auditing, benefit management, and legal counsel for the maintenance of library functions;

- l) To submit financial records of the Library operation for audit as required by a legislative body of the appropriate governmental entity;
 - m) To authorize the purchase of Library materials and equipment on the recommendation of the Library Director;
 - n) To hold title to property given to or intended for the use or benefit of the Library, to be used according to the terms of the gift; and
 - o) To do all other acts necessary for the orderly and efficient management and operation of the Library.
2. At the close of each year, the Library Director shall submit a report to the Board showing the sums of monies expended, the purposes of the expenditures, statistics reflecting use of the Library and its branches, and such other statistics and information it deems of public interest. The Library Director shall file a copy of this report with the State Librarian.
 3. The Board shall have the authority to request of the Board of County Commissioners of Gunnison County that an election be held to alter the maximum tax levied to support the Library, pursuant to Colorado Revised Statutes 24-90-112 (1) (b) (III).
 4. During transition from County Department to District, certain functions listed in Appendix A shall continue through mutual agreement with the Board of County Commissioners.

1009: MEETINGS OF THE BOARD OF TRUSTEES

1. Public notice of meetings shall be given in compliance with applicable requirements adopted by the Board and as required by Colorado statute.
2. Meetings of the Board shall be held at the Ann Zugelder Public Library unless otherwise specified in the notice of the meeting.
3. Regular meetings of the Board shall, at a minimum, be conducted quarterly, or more frequently as deemed necessary by the Board at a time and place specified in the notice of the meeting.
4. The Library Director or staff designee shall attend all meetings of the Board.

ADMINISTRATION

2001: DUTIES OF THE BOARD PRESIDENT

It shall be the duty of the Board President:

1. To be the chief executive officer of the Board.
2. To preside at all meetings of the Board.

3. To appoint all committees and officers whose appointment is not otherwise provided for by the Board.

2002: DUTIES OF THE BOARD VICE PRESIDENT

It shall be the duty of the Board Vice President to perform the duties of the President during the President's absence, inability to act, or during any vacancy in the office of the President.

2003: DUTIES OF THE BOARD SECRETARY

It shall be the duty of the Board Secretary:

1. To maintain a complete and accurate journal of the proceedings of all meetings which shall be kept in an official record book designated for that purpose and distributed to members of the Board no later than ten (10) days following each meeting. Upon approval, a copy of the minutes of each Board meeting will be sent to the Trustees, the library staff, and the Presidents of the Friends of the Library. A copy placed in the official record book which shall be available to the public in the libraries.
2. To prepare, as needed, correspondence of the Board.

2004: DUTIES OF THE BOARD TREASURER AND FINANCE COMMITTEE

1. It shall be the duty of the Treasurer and Finance Committee to review and recommend approval of the annual budget to the Board.
2. The Finance Committee shall be responsible for engaging the services of a reputable audit firm for annual review of the Library's financial records.

2005: PUBLIC MEETINGS

1. All meetings of the Board shall be open to the general public and all interested persons shall have a right to be present and to be heard. The Board shall abide by all requirements of Colorado statute regarding open meetings and public notice.
 - a) Individuals who wish to speak at the board meetings must fill out the "Public Comment" form before the start of the meeting.
2. Conduct of executive sessions of the Board shall be in compliance with current requirements of Colorado statute.

2006: SPECIAL MEETINGS

Special meetings of the Board may be called at any time by the Board President or any two members of the Board. At any special meeting, only that business stated in the public notice of such meeting shall be considered. Notice of such meeting shall be posted for the public a minimum of 24 hours before the meeting.

2007: QUORUM

A majority of the members of the Board shall be necessary at all meetings to constitute a quorum for the transaction of business.

2008: PARLIAMENTARY PROCEDURE

The President of the Board, or the Vice President in the absence of the President, shall serve as chairperson at all meetings of the Board. All meetings shall be conducted in accordance with the most current revised edition of *Robert's Rules of Order*.

2009: VOTING

At all meetings of the Board, voting shall be by oral vote, unless otherwise prescribed. All motions shall be declared defeated unless approved by a majority of the members present and their vote so recorded. In case of a split vote, a roll call vote will be taken and recorded.

2010: AMENDMENT OF BYLAWS

The Bylaws of the Board may be altered, amended or repealed at any regular meeting of the Board or any special meeting called for such purposed by a majority of the Trustees currently on the Board and voting in favor of such amendment.

APPENDIX A: (To be developed)

1. PERSONNEL POLICY MANUAL INCLUDING:
 - a. Employee compensation plan
 - b. Employee benefits plan
 - c. Employee classification plan
2. Ownership of existing library properties
3. Continuance of current County services e.g. Maintenance, Repairs
4. Continuance of current mill funding
5. Current IGA (Inter-governmental Agreement)