

Las Animas-Bent County Library District Board of Trustees

BYLAWS

Article I - Name

The name of this organization is the Board of Trustees of the Las Animas-Bent County Library District, Las Animas, Colorado. The Board shall have those duties and responsibilities authorized by the Colorado Revised Statutes.

The Las Animas-Bent County Library District serving the City of Las Animas and County of Bent, was formed under Colorado Revised Statutes, (24-90-109), on January 29, 1981 and Recorded July 10, 1981, by joint resolution of the Las Animas City Council and the Bent County Board of Commissioners.

Article II - Membership and Responsibilities

1. The Board of Trustees shall be comprised of five (5) trustees appointed and ratified in accordance with Colorado Revised Statutes applicable at the time of appointment. Appointees to the Library Board of Trustees shall be chosen from the residents within the service area of the library.
2. The term of office shall be five years, and each trustee shall be limited to two (2) full, consecutive terms.
3. A Trustee can be removed only by a majority vote of the appointing authorities and only upon a showing for cause. The Board of Trustees shall make recommendations for the removal to the appointing authorities. For the purpose of the bylaws, for cause shall be shown if a Trustee:
 - (a) Fails to attend any three (3) consecutive meetings of the Board without adequate excuse;
 - (b) Is convicted of a crime involving moral transgression; or
 - (c) Violates a statute or ordinance which results, or could result, in serious damage to the Las Animas-Bent County Library District's property or interests.
4. Vacancies on the Board shall be filled for the remainder of the un-expired term as soon as possible in the manner in which trustees are regularly chosen.
5. A Trustee shall receive no salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the library budget.
6. The Board shall retain a qualified Library Director who shall administer policies adopted by the Board; direct and supervise staff members; prepare required reports; recommend policies and procedures; and promote effective library service.
7. The powers and duties of the Board of Trustees shall include, but not be limited to the following:
 - (a) Adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as it

- deems appropriate. The bylaws shall include, but not be limited to, provisions for the definition of cause to be applied in the removal of a Trustee pursuant to Colorado revised Statutes; designation of those officers to be appointed or elected in the manner of such appointment or election; rules and regulations for conducting meetings; rules for public participation in meetings; and procedures for amending the bylaws. The bylaws shall further provide for the length and number of terms of Board members. A copy of the bylaws shall be filed with the legislative body of each participating governmental unit;
- (b) Supervise, care for, and have custody of all property of the library;
 - (c) Employ a qualified Library Director and with the Library Director's recommendation, employ such other employees as may be necessary, prescribe their duties, and fix their compensation;
 - (d) Submit annually a budget as required by law and certify to the Bent County Board of Commissioners the sums of money 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 Colorado Revised Statutes;
 - (f) Accept such gifts of money or property for library purposes, as it deems appropriate;
 - (g) Acquire and hold land by gift, lease or purchase for library purposes;
 - (h) Borrow funds for library purposes by means of a contractual short-term loan when money is not currently available. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months;
 - (i) Authorize the bonding of persons entrusted with library funds;
 - (j) Submit financial record for audit as required by Law;
 - (k) Authorize the purchase of library materials and equipment on the recommendation of the Library Director;
 - (l) 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;
 - (m) Perform all other acts necessary for the orderly and efficient management and control of the library;
 - (n) Have the authority to enter into contracts;
 - (o) Submit a report at the close of each year to the Las Animas City Council and the Bent County Board of Commissioners showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures. A copy of the report shall also be filed with the state librarian. 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;
 - (p) Allow nonresidents of Bent County to use library materials and equipment;
 - (q) Allow the Director to make exchanges of books and other materials with any other library, either permanently or temporarily, under the rules and regulations and upon such terms and conditions as the Board sets forth.
 - (r) Authorize a request of the Bent County Board of Commissioners, that an election be held to alter the maximum tax levied to support the library district, pursuant to Colorado Revised Statutes.

Article III - Officers and Duties

1. The officers of the Board shall be Chairman, Vice-Chairman, Secretary, and Treasurer.
2. The Chairman shall preside at all meetings of the Board of Trustees and shall perform such other duties as are associated with the office.
3. The Chairman shall, to the extent possible, serve a term of one year. It shall be the practice of the Board, to the extent possible, for the Vice-Chairman to become the Chairman following the expiration of the Chairman's term.

4. The Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman or in the event the Chairman is unable to perform the duties of the office.
5. The Secretary shall keep the minutes of the Board of Trustees and shall perform such duties as are assigned by the Board.
6. The Treasurer shall keep an accurate account of all income and expenses. The Treasurer shall also examine all invoices and prepare vouchers and checks for payment. Two members of the Board other than the Treasurer shall sign all checks.
7. The officers shall remain in office until their successors are elected at the January monthly meeting.

Article IV - Meetings

1. Regular meetings shall be held at the library, January through December, as determined annually by the Board.
2. Special meetings may be held at any time when called by the Chairman, or at the request of three (3) Trustees. All Trustees must be notified at least 24 hours in advance of a special meeting. Only items on the announced agenda may be considered at a special meeting.
3. A quorum of the Board consists of three (3) members.
4. An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.
5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstance will permit.

Call to order
 Roll Call
 Minutes of the previous meeting for action
 Correspondence to the board
 Recognition of visitors & establishing time limits for presentations
 Financial reports
 Report of the Library Director
 Reports of officers and committees
 Unfinished business
 New Business
 Adjournment

6. The following policy shall govern participation by the public at Board meetings;
 - (a) Citizens of the Library District shall have the right and are encouraged to attend Board meetings, observe its deliberations, and participate at appropriate times.
 - (b) In the interest of orderly conduct of Board meetings, requests should be made to the Library Director to be put on the agenda.
 - (c) The procedures are not designed to restrict the scheduled appearances of citizens who have regular business with the Board and whose presentations are provided for on the agenda.

7. Copies of the agenda and minutes shall be delivered to Trustees prior to each regular meeting.
8. Meetings shall be conducted in accordance with the rules and procedures set forth in the most recent edition of *Roberts Rules of Order*, as applicable.

Article V - Committees

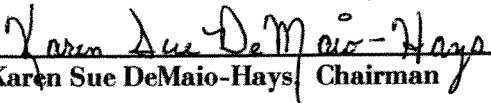
1. The Board of Trustees may function as a committee of the whole without appointment of standing committees.
2. The Board may establish standing committees, which shall make regular reports.
3. Special committees may be authorized and appointed by the Chairman for special, limited purposes and shall serve only until completion of the assignment.

Article VI - General

Proposed Amendments to these bylaws or to any policy documents of the Board shall be provided to all members of the board and read at a scheduled monthly meeting, and may be adopted at the following meeting by a majority vote of the members of the board.

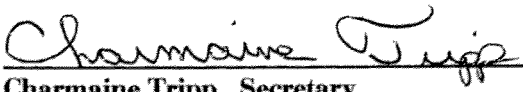
Adopted by the Las Animas-Bent County Library Board

Date: July 12, 2006



Karen Sue DeMaio-Hays, Chairman

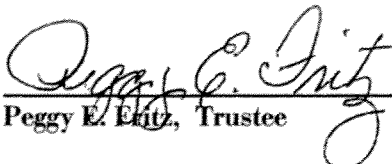
Mark MacDonnell, Vice Chairman



Charmaine Tripp, Secretary



Betty L. Pennington, Treasurer



Peggy E. Eitz, Trustee