

**BY-LAWS  
BOARD OF TRUSTEES  
MANCOS LIBRARY DISTRICT**

**ARTICLE I. NAME**

- 1.1 The name of this organization is the Board of Trustees of the Mancos Library District. The organization is created pursuant to the terms of the Colorado Library Law, Colorado Revised Statutes 24-90-101 et seq.

**ARTICLE II. MEMBERSHIP**

- 2.1 The membership of the Board of Trustees shall be composed of not fewer than five (5) nor more than seven (7) trustees appointed in the manner set forth in C.R.S. 24-90-108. Trustees shall be residents of the library district, and shall be proposed to be appointed to the Board of Trustees by a majority vote of standing board members. Proposed Trustee appointments shall be submitted for ratification to the Mancos Town Board and to the RE-6 School Board, as required by C.R.S. 24-90-108.
- 2.2 Appointees to the Board of Trustees shall serve a five (5) year term of office. Trustees may seek to be appointed to a second five (5) year term. A Trustee who is appointed to complete an un-expired term may seek re-appointment to one or more successive terms, provided that no Trustee shall serve more than ten (10) consecutive years. After a hiatus of one (1) year, a Trustee may seek to be re-appointed to the Board of Trustees for an additional term or terms as set forth in this section.
- 2.3 If a vacancy should occur on the Board of Trustees due to a Trustee's inability to serve, resignation, removal, or resident relocation from the library district, the vacancy may be filled at the board's discretion at any meeting designated for that purpose. At the discretion of the President, a nominating committee may be formed to assist in the application and interview process.
- 2.4 A newly appointed Trustee shall begin service on the Board of Trustees immediately upon appointment, although that Trustee's term for future purposes shall date from the January nearest to the appointment. A newly appointed Trustee's term shall end on the date of the January board meeting five (5) years after the Trustee's term is deemed to have begun.
- 2.5 A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary and approved travel and associated subsistence expenses actually incurred may be paid from public library funds, at the discretion of the Board of Trustees.

- 2.6 A Trustee may be removed by a majority vote of the Board of Trustees, upon a showing of good cause, including but not limited to:
- a) Missing three (3) consecutive meetings without good or reasonable excuse;
  - b) Engaging in activities contrary to the best interests of the library or the Board of Trustees.

### **ARTICLE III. POWERS AND DUTIES**

- 3.1 The Board of Trustees shall have those powers and duties set forth in C.R.S. 24-90-109, and such other powers and duties as may be permitted by Colorado law.

### **ARTICLE IV. OFFICERS**

- 4.1 The officers of the board shall be the president, vice-president, secretary-treasurer, and such other officers as the board may deem necessary.
- 4.2 Officers shall be elected from the board of trustees at the regular meeting of the board in January, or at such other meeting as may be designated for that purpose. The term of office shall expire on December 31 of each year. No Trustee may serve in the same office for more than five (5) consecutive years.
- 4.3 **PRESIDENT:** The president shall preside at all meetings of the board, appoint members of committees, and perform such other duties as may be assigned by the board. Checks shall be signed by the president or such other board members as the president shall designate.
- 4.4 **VICE-PRESIDENT:** The vice-president shall perform the duties of the president in the absence or disability of the president, and shall perform such other duties as may be assigned by the board.
- 4.5 **SECRETARY:** The secretary shall keep a true and accurate record of the business of the board, shall take and prepare minutes of board meetings, and shall perform such other duties as may be assigned by the board.
- 4.6 **TREASURER:** The treasurer shall keep and maintain the financial records of the board, shall work with the director in the preparation of an annual budget, and shall perform such other duties as may be assigned by the board.

## **ARTICLE V. MEETINGS**

- 5.1 Regular meetings of the board shall be held each month, at a time and place designated by the board.
- 5.2 The annual meeting, which shall be for the purpose of the election of trustees and officers to the board, shall be held at the time and place of the regular meeting in the month of January each year, or at such other time and place as the board may designate.
- 5.3 Special meetings may be called by the president or at the request of a majority of the members of the board. All members shall be notified at least forty-eight (48) hours in advance of a special meeting.
- 5.4 Full and timely public notice shall be given prior to all meetings called pursuant to Article V of these By-Laws. All meetings called pursuant to Article V of these By-Laws shall be open to the public.
- 5.5 A quorum for the transaction of business at any meeting shall consist of a majority of the Trustees. A majority vote of those present is required to constitute an act of the board.
- 5.6 When a quorum has been achieved, and the issues at hand have been discussed at previous meetings, then proxies may be used to vote on said issues.
- 5.7 All meetings shall be conducted pursuant to the current edition of Robert's Rules of Order.

## **ARTICLE VI. COMMITTEES**

- 6.1 Committees may be appointed by the president for special, limited purposes, and shall serve until completion of an assignment or until dissolution by the president.
- 6.2 At the discretion of the president, the Board of Trustees may function as a committee of the whole.

## **ARTICLE VII. LIBRARY DIRECTOR**

- 7.1 The Board of Trustees shall appoint and hire a library director, who shall be the executive and administrative officer of the library, and shall act on behalf of the board, subject to the board's review and direction.
- 7.2 Subject to board review and approval, the director shall:

- A. Select and employ staff members and specify their duties;
- B. Provide for the training, supervision and evaluation of the staff;
- C. Provide for the care and maintenance of library property;
- D. Establish criteria for the use of library property by the public;
- E. Maintain an adequate and proper selection of library materials;
- F. Promote the library;
- G. Work with the board's treasurer in the preparation of a proposed budget;
- H. Work and coordinate activities with the Friends of the Mancos Library;
- I. Be responsible for the financial operation of the library pursuant to the budget approved by the Board;
- J. Perform such other duties as may be assigned by the board.

## ARTICLE VIII. FINANCES

- 8.1 Bank account(s) in the name of the Mancos Public Library shall be maintained at an accredited and insured bank or banks. All accounts shall require two signatures, one each of a designated board member and the Director, except that the transfer of funds from a money market or savings account to a checking account shall require one signature. In the absence of the Director, the signatures of two (2) designated board members shall be required. With the exception of staff salaries, all money to be released from any account shall require board approval.
- 8.2 The board president or the president's designated board member, with the board treasurer and the library director, shall administer all monetary matters associated with the library district.
- 8.3 The library director or the president's designee shall be responsible for paying bills, writing checks, calculating payroll, reconciling bank statements, and generating monthly, quarterly, and annual reports.
- 8.4 An in-house fiscal review of all financial records shall be completed before December 30 of each year. The board of trustees may order an independent audit at any time..

## ARTICLE IX. AMENDMENTS

- 9.1 These by-laws may be amended by a majority vote of members of the board present at a regular meeting or at a meeting called for that purpose, provided the proposed amendments have been presented at a previous meeting.

9.2 The date of adoption of amendments to these by-laws shall be noted in the minutes of the meeting in which the amendments were voted upon.  
Amendments shall be signed by the president and attested by the secretary.

Dated this 28<sup>th</sup> day of November, 2007.

Signed: Barla Kelly  
President  
Mancos Public Library  
Board of Trustees

Attest: Clara A Martinez  
Secretary  
Mancos Public Library  
Board of Trustees