

**BY-LAWS OF  
NORTHERN CHAFFEE COUNTY LIBRARY DISTRICT**

**Article I**

Section 1: Purpose

The Northern Chaffee County Library District is formed for the purpose of establishment and management of a public library for the use and benefit of the residents of Northern Chaffee County.

**Article II**

Section 1: Board of Trustees

The Board of Trustees of the Library District shall consist of five members, being qualified electors residing within the district. The Board of Trustees shall be appointed by a committee comprised of two members of the Board of County Commissioners of Chaffee County, and two members of the Board of Trustees of the Town of Buena Vista. The legislative bodies can continue to appoint a committee that recommends Trustees or delegate to the library board the recommendation of Trustees. If a legislative body does not act on a recommendation within 60 days, the recommendation shall be considered an appointment.

Section 2: Term

The first appointments of such Board of Trustees shall be for terms of one, two, three, four and five years respectively, and a trustee shall be appointed annually to serve for five years. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen. The number of terms shall be limited to two five-year terms not to include completion of unexpired terms. After completion of two five year terms, a board member may be appointed for an additional five (5) year term by a majority vote of the Board.

Section 3: Salaries

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 public library fund.

Section 4: Removal

A library trustee may be removed only by a majority vote of the Board of County Commissioners of Chaffee County and the Board of Trustees of the Town of

Buena Vista. Missing two consecutive regular meetings may be considered cause for removal.

### **Article III**

#### Section 1: Organization

a. The officers of the Board shall be a president, a secretary and a treasurer to be elected at the annual meeting on the fourth Monday of January.

b. The president shall preside at all meetings and appoint committees as they are needed. In the absence of the president, a board member designated by the board exercises the president's function.

c. The secretary shall carry on all necessary correspondence, keep an accurate account of all proceedings of the Board meetings and make an official record of its actions in permanent form. The minutes shall contain statements of time and place of each meeting and the kind of meeting—either regular or special, the names of members present and absent, the summary of the discussion of each item of business, the statement of official action taken on each item of business and the record of every vote taken.

d. The treasurer shall have possession of, and keep account of, all funds received and disbursed by the board, etc. The treasurer shall, with the advice and assistance of the Director, present the budget at the October meeting. He/she shall render a complete financial account at each meeting of the Board.

#### Section 2: Meetings

a. A quorum of the Board shall consist of three members.

b. Town officials and other interested persons may attend meetings of the Board and serve in ex-officio capacities, but only members of the Board shall have voting privileges.

c. Regular meetings shall be held on the fourth Monday of January, March, May, July, September and November, at the library building. Special meetings may be called at the discretion of the president of the Board.

#### Section 3: Procedure

a. The Board shall be governed by Roberts Rules of Order.

b. The order of business shall be as follows:

- (1) Reading of minutes of the previous meeting(s)
- (2) Financial reports.

- (3) Reports of standing committees.
- (4) Reports of special (select) committees.
- (5) Director's report.
- (6) Unfinished business and general orders.
- (7) New business.

c. The By-Laws may be amended at any regular meeting of the Board, by a majority vote of the members present and voting, provided each member of the Board shall have been advised of the intended change at least five days before the meeting.

#### Article IV

##### Section 1: Powers and Duties

The Board of Trustees shall have the power to:

- a. Adopt such by-laws, rules, and regulations for its own guidance and for the government of the library as it deems expedient;
- b. Have supervision, care, and custody of all property of the library, including rooms or buildings constructed, leased, or set apart therefor;
- c. Employ a Director and, prescribe the duties and salary of the Director. The Board shall designate the Director to hire such other employees as deemed necessary, and the Director shall present wage information for these employees during the regular budget hearings.
- d. Submit annually a budget as required by law and certify to the legislative body of the governmental unit which the library serves the sums necessary to maintain and operate the library during the ensuing year;
- e. Have exclusive control of the disbursement of the finances of the library;
- 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;
- h. Lease, purchase, or erect any appropriate building for library purposes and acquire such other property as may be needed therefor;
- i. Purchase books, periodicals, maps, supplies, and materials for the library on the recommendation of the librarian; and
- j. Do all other acts necessary for the orderly and efficient management and control of the library.

**Article V**

Section 1:     Accounting

Regular expenses of the library shall be paid by the treasurer with authorization by the Director. Expensive and unusual purchases must be authorized by the Board before payment.

Section 2:     Audit

The treasurer's books shall be audited in accordance with the Colorado Local Government Audit Law.

Section 3:     Annual Report

At the close of each year, the board of Trustees shall make the library's annual report available to the legislative bodies of the governmental units served by the library 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.

Amended and adopted this 25<sup>th</sup> day of August, 2008, by unanimous vote of all members present, representing a quorum.

  
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President

ATTEST:

  
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Secretary