

UPPER SAN JUAN LIBRARY DISTRICT BY-LAWS

ARTICLE I – NAME

This organization shall be called "The Board of Trustees of the Upper San Juan Library District", existing by virtue of the provisions of Article 90 of Title 24 of the Colorado Revised Statutes, and exercising the powers of authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II – BOARD OF TRUSTEES

Section 1: Appointment and Term

The Board of Trustees shall consist of seven (7) members, all of whom must reside within the boundaries of the District. The initial members of the Board of Trustees have been appointed for terms of one, two, three, four, and five years. When a term expires, the new appointee shall serve for a term of five (5) years, it being the intention of this Article that staggered terms be created and that one or two new members of the Board of Trustees be appointed or reappointed each year. Outgoing members shall be eligible for reappointment, except that no member shall serve more than two five-year terms in addition to any partial term. The initial members of the Board of Trustees and their respective terms are as follows:

Edna Turney	One year
Joan Seielstad	Two years
Gloria Macht	Three years
Joe Dan Martinez	Four years
Robert Bigelow	Four years
Drue Hartong	Five years
Mary Kay Carpenter	Five years

Terms of the members of the Board of Trustees shall expire on the last day of the calendar year. Newly appointed Board members shall take office on the first day of the calendar year.

Section 2: 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 Upper San Juan Library Fund by approval of the Board.

Section 3: Removal

A Library Trustee may be removed only by a vote of all the governing boards of the member jurisdictions upon showing of good cause.

If a Library Trustee has three consecutive absences or three unexcused absences in one calendar year, these absences will be considered good cause for removal.

If a Library Trustee has three consecutive absences, or three unexcused absences in one calendar year, he or she shall be considered to have resigned from the Board of Trustees.

Section 4: Reappointments / Vacancies

Vacancies on the Board of Trustees shall be filled for the remainder of the unexpired term as soon as possible in the manner in which the members of the Board are regularly chosen in accordance with Section 24-90-110 (4) (a)

Section 5: Meetings

The Board of Trustees shall hold an annual meeting on the third Wednesday of January at 5:00 p.m. at the Ruby M. Sisson Memorial Library. Time and place of the regular monthly meetings will be posted one week prior at the Ruby M. Sisson Memorial Library. Special meetings may be called by any Trustees by informing all of the other Trustees of the date, time, and place of such meeting and the purpose for which it is called at least three (3) days prior to such meeting. All meetings shall be open to the public except as otherwise set forth in CRS, 29-9-101.

Section 6: Order of Business

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 circumstances will permit:

- a. Roll call of members
- b. Disposition of minutes of previous regular meeting and any intervening special meeting
- c. Director's financial report of the library
- d. Action on bills
- e. Progress and service report of the director
- f. Committee reports
- g. Communications
- h. Unfinished business
- i. New business
- j. Public presentation to, or discussion with, the board
- k. Adjournment

Section 7: Quorum

Four-sevenths (4/7) of the total membership of the Board of Trustees shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting. The act of the majority of the trustees present at a regular or special meeting, at which a quorum is present, shall be the act of the Board of Trustees.

Section 8: Powers and responsibilities

The Board of Trustees shall:

- a. Adopt such by-laws, policies, 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 therefrom
- c. Employ a librarian, and upon the librarian'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 certified to the legislative body of the governmental units which the library serves, the sums necessary to operate and maintain the library during the ensuing year
- e. Have exclusive control of the disbursement of finances of the library
- f. Accept such gifts of money or property for library purposes as is deemed 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
- 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 other property, pending sale thereof, under an agreement of 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 not such finding shall be necessary if the property is sold or conveyed to a state agency or a political subdivision of the state
- j. Borrow funds for library purposes by means of a contractual short-term loan when monies are not currently available but will be in the future; such loans shall not exceed the amount of immediately anticipated revenues and such loans shall be liquidated within six (6) months
 - k. Authorize the bonding of persons entrusted with library funds
 - l. Submit financial records for audit as required by the legislative body of the appropriate governmental units
 - m. Authorize the purchase of library materials and equipment on the recommendations 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. Do all other acts necessary for the orderly and efficient management and control of the library
 - p. At the close of each year, the Board of Trustees shall make a report to the governing boards of all member jurisdictions, showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures, the number of books and periodicals on hand, the number added during the year, the number retired, the number loaned out, and such other statistics and information and such suggestions as it deems to be of public interest. A copy of this report shall be filed with the State Librarian
 - q. The Board of Trustees, under such policies, rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon, may allow non-residents of the governmental units which the library serves to use such library materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily
 - r. Have all other powers and duties which may now or in the future be authorized by state law

Section 9: Proceedings

Robert's Rules of Order shall govern in the proceedings of the Board of Trustees.

ARTICLE III – OFFICERS

Section 1: Designation of Officers

The officers of the Board of Trustees shall consist of a president, a vice-president, a secretary and a treasurer, and such other officers, as the Board of Trustees deems necessary. The offices of secretary and treasurer may be combined.

Section 2: Terms of Officers

All officers of the Board of Trustees shall be elected by the Board at its December meeting and shall serve for a term of one (1) year to begin on January 1 of each year.

Section 3: Removal

Any officer may be removed by the Board of Trustees whenever, in its judgement, the best interests of the District will be served thereby.

Section 4: Vacancies

A vacancy in any office, however occurring, may be filled by the Board of Trustees for the unexpired portion of the term.

Section 5: President

The president shall, subject to the direction and supervision of the Board of Trustees, be the principal executive officer of the District. The president shall preside at all meetings of the Board of Trustees, shall sign any leases, deeds, mortgages, contracts or other instruments which the Board of Trustees has authorized to be executed, and, in general, shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Trustees from time to time.

Section 6: Vice President

The vice president shall assist the president and shall perform such duties as may be assigned to him by the president or the Board of Trustees. In the absence of the president, the vice president shall have the powers and perform the duties of the president.

Section 7: Secretary

The secretary shall oversee the keeping of the minutes of the meetings of the Board of Trustees, be custodian of the District records and the seal of the District, and see that the seal of the District is affixed to all documents, the execution of which, on behalf of the District, under its seal, is duly authorized in accordance with the provisions of these Bylaws. In general, the secretary shall perform all duties incident to the office of secretary and such duties as, from time to time, may be assigned to him by the president or the Board of Trustees.

Section 8: Treasurer

The treasurer shall be the custodian of the library funds. All warrants or checks must carry the signature of any two of the designated trustees. The treasurer shall draw warrants or checks on library funds only after the claim for which the warrant or check is to be drawn has been reviewed and approved by a quorum of the Board of Trustees at its regular monthly meeting or a special meeting called for that purpose. All library funds, regardless of their source, shall be deposited in an account or accounts authorized by a resolution of the Board of Trustees. The District may, by intergovernmental agreement, contract for the above functions with one of the member jurisdictions.

ARTICLE IV – LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting. The Board may, by intergovernmental agreement, contract for the services of a librarian and staff with a member jurisdiction.

ARTICLE V – COMMITTEES

Section 1

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. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2

All committees shall make a progress report to the Library Board at each of its meetings.

Section 3

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

ARTICLE VI – CORPORATE SEAL

The corporate seal of the District shall be in the form of a circle, shall have inscribed the words, "Upper San Juan Library District" and the words "Seal" and "Archuleta County, Colorado" on it.

ARTICLE VII – FISCAL YEAR OF THE DISTRICT

The fiscal year of the District shall begin on the first day of January of each year and shall end the 31st day of December each year.

ARTICLE VIII – AMENDMENT

These by-laws may be amended by a majority of the entire Board of Trustees at any regular meeting or any special meeting called for that purpose provided that the proposed amendment shall have been introduced at a regular meeting or a special meeting called for that purpose at least fifteen (15) days before final action is taken.

These By-laws were adopted at a regular meeting of the Board of Trustees held on the 20th day of May, 1998.

Upper San Juan Library District:

By: _____

Attest::

By: _____