

# **WEST CUSTER COUNTY LIBRARY DISTRICT**

## **BYLAWS OF THE BOARD OF TRUSTEES REVISED APRIL 2012**

### **Article I. Name**

The West Custer County Library District, serving the county of Custer and adjacent areas, was formed March 7, 1989 under Colorado Revised Statutes, by joint resolution of the Custer County School Board and the Custer County Board of Commissioners.

The name of the governing body for this organization is: Board of Trustees of the West Custer County Library District (hereinafter referred to as the Board), Westcliffe, Colorado.

### **Article II. Authority**

The Board shall have those duties and responsibilities authorized by the Colorado Revised Statutes and any future revisions thereof.

Any member of the Board shall have the authority to speak for the Library after having appropriate discussion at a Board meeting.

### **Article III. Membership and Responsibilities**

1. The Board is comprised of seven Trustees recommended by the present Board and ratified by the Custer County Board of Commissioners.
2. The term of office is three years. Vacancies are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.
3. A Trustee can be removed only by a majority vote of the appointing authority and only upon a showing of good cause, which would include, but not be limited to, violation of the Code of Ethics (as listed in Article VIII), or these Membership Responsibilities.
4. If a Trustee should fail to attend three consecutive or six out of twelve regularly scheduled board meetings in a year's time, his or her chair may be declared vacant, at the discretion of the Board, and will be filled in the manner provided for filling vacancies occurring in any other manner.
5. Trustees serve without compensation, except that necessary traveling and

subsistence expenses incurred may be paid from the Library budget.

6. Trustees shall have the privilege of ordering books at the Library discount. Payment is due upon receipt of the book(s).
7. The Board shall retain a qualified library Director. The Director shall administer policies adopted by the Board; recommend employment; direct and supervise staff members; prepare required reports; recommend policies and procedures; and promote effective Library service.
8. Legal responsibility is vested in the Board, which is the policy forming body of the Library. The Board responsibilities include, but are not limited to: selection and approval of the Library Director; promotion of Library interests; securing funds adequate for a progressive, expanding program; and control of Library funds, property and equipment.

#### **Article IV. Officers and Duties**

1. The officers of the Board shall be a president, vice-president, secretary and treasurer. The Board may name such other officers as it deems necessary.
2. The president, vice-president, secretary and treasurer shall be elected at the first regular meeting in each calendar year, and shall remain in office until the successors are elected.
3. The secretary of the Board shall be responsible for the taking and reporting of minutes.

#### **Article V. Meetings**

1. The regular meeting of the Board will be held at 10:00 a.m. on the second Friday of each month at the Library. The Board will abide by all requirements of the Colorado law regarding open meetings and notification.
2. The Annual Meeting will be the January meeting of each year. At this meeting the Board shall accept new trustees when appropriate, elect new officers, and decide on the places for posting public notices.
3. Special meetings may be held at any time when called by the president or at the request of three members. All members must be notified in advance of a special meeting.
4. A quorum of the Board shall consist of four members. A member participating in a meeting by speakerphone will be considered appropriate for constituting a quorum.

5. The order of business for each regular meeting of the Board will include the following, not necessarily in the order listed:

- Call to Order
- Minutes
- Old Business
- Financial Reports
- Special Committees
- Report of the Director
- New Business
- Other Announcements
- Adjournment

6. Minutes will be available to the Trustees prior to the beginning of each regular meeting.

## **Article VI. Committees**

1. The Board may function as a committee of the whole without appointment of committees.
2. The Board may establish standing committees consisting of Board members and community representatives, which shall make regular reports. Membership on a standing committee will be for one year by appointment of the president.
3. Special committees with similar representation may be authorized and appointed by the president for special, limited purpose, and will serve only until completion of the assignment.

## **Article VII. Parliamentary authority**

Robert's Rules of Order, latest revision, will govern the proceedings of the Board and of its committees to the extent practicable.

## **Article VIII. Amendments**

Amendments to these by-laws may be adopted by a majority vote of members of the Board at a regular meeting subsequent to public notification of the proposed change.

## **Article IX. Code of Ethics for Public Library Trustees**

1. Trustees must promote a high level of service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or institutions.

3. It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of 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. A Trustee must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
5. Trustees must be prepared to support to the fullest the efforts of Librarians in resisting censorship of Library materials by groups or individuals.
6. Trustees who accept appointment to a Library Board are expected to perform all the functions of Library Trustees.