

Berthoud Community Library District
Board of Trustees
Bylaws
Approved 3/27/2009
As amended 6/25/2009, 12/10/2009

Article I: Name

1. This organization shall be known as the Berthoud Community Library District organized under and by virtue of the Colorado Library Law, Title 24, Article 90 Colorado Revised Statutes (C.R.S.), and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II: Mission Statement

1. The mission of the Berthoud Community Library District is to provide resources for learning and leisure for the Berthoud community that enrich the individual and enhance community quality of life.

Article III: Board of Trustees

1. The Library Board of Trustees shall be comprised of seven (7) Trustees appointed and ratified by the Town of Berthoud Board of Trustees.
2. The Library Board of Trustees shall recommend prospective Trustees to the Town of Berthoud Board of Trustees for review and appointment.
3. The initial Board of Trustees shall be appointed for staggered terms of one, two, three, four and five years. Following the initial appointments, the next appointment shall be for two years. Thereafter, the term of office shall be for four years. A term shall be from first day of January of the first year of the appointment through the last day of December of the last year of the appointment. A trustee shall serve no more than two (2) consecutive terms.
4. New appointees to the Library Board of Trustees shall be chosen from the residents within the Berthoud Community Library District service area. If possible, at least three members shall be Town of Berthoud residents and at least three members shall reside within the Berthoud Community Library District, but outside the Town of Berthoud city limits.
5. Vacancies on the Board shall be filled for the remainder of the unexpired term as soon as possible in the manner in which trustees are regularly chosen.
6. 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.

Article IV: Officers and Duties

1. The officers shall be a president, vice-president, secretary and treasurer. These officers shall be nominated and elected at the December meeting of the Library Board to begin service January 1.
2. By the November meeting, the president shall name a committee of two (2) to present a slate of officers to the Board at the December meeting.
3. Officers shall serve a term of one year and may be re-elected.
4. An officer vacancy, for the unexpired term, shall be filled by a majority of those members present at the next regular meeting after the Trustee's resignation is submitted to the Board.
5. An officer of the Library Board may not serve concurrently as an officer of the Friends of the Library.
6. The president shall preside at all the meetings of the Board, can authorize calls for any special meeting, appoint all committees, execute all documents authorized by the Board, sign checks and generally perform all duties associated with that office.
7. The vice-president in the absence of the president shall assume the duties of the office.
8. The secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties associated with the office or delegated by the Board.
9. The treasurer shall be the overseer of revenue collection and expenditures, present financial reports at the Board meetings and shall perform such duties as required by this office.

Article V: Meetings

1. The regular meetings of the Board shall be held once a month unless otherwise ordered by the Board.
2. A special meeting can be called only in an emergency situation or for business that cannot wait until the next scheduled meeting. A special meeting may be called by the president or any two Board members to consider one or more items specified in the call.
3. Regular meetings and special meetings shall comply with the Open Meeting Law 24-6-402, C.R.S.
4. A quorum for the transaction of business at any meeting shall consist of four members.
5. Executive sessions shall follow the procedures outlined in Open Meeting Law 24-6-402 (3)(a) including: announce the "topic for discussion"; announce the citation that authorizes the executive session; an affirmative vote of two-thirds of the quorum present is required before going into session; be held only at a regular or special meeting for the sole purpose of

considering any of the topics for which an executive session is allowed; take no formal action during session; make a record of the actual contents of the discussion using standard reporting method; include in the minutes a citation to the provisions of C.R.S. and a signed verification statement of chair, retain the record for at least ninety days.

6. The following 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, individuals or organizations desiring to be heard by the Board shall make their requests to the Library Director three (3) days prior to the scheduled meeting, stating name, address, purpose of request and topic. However, the Board may agree to hear any individual or organization at any time, notwithstanding the requirements for notice set above.
 - C. Any person who wishes to speak at a public hearing must first be recognized by the president. Should the request to speak be granted, the president may limit the time for presentation, and if there are numerous requests to address the Board on the same subject, the president may select representatives to speak on each side of the issue. Every person who has been recognized to address the board is requested to state their name and address.
 - D. These 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.

Article VI: Library Director and Staff

1. The Board shall hire and employ a qualified library director who shall be the administrative officer of the Berthoud Community Library District under the direction of the Berthoud Community Library District Board. The library director shall recommend to the Board the employment of other library employees as may be necessary. The Board will prescribe the library director and other employees' duties, and fix their compensation.
24-90-109 (1)(c) C.R.S.

Article VII: Committees

1. The Board may create standing committees or special committees. A committee shall report to the Board, but have no power to act for the Board. A committee is automatically dissolved when its stated purposes have been fulfilled.

Article VIII: Fiscal Year

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

Article IX: Bylaws

1. The Library Board shall review the Berthoud Community Library District bylaws annually and amend as necessary to be in compliance with the current Colorado State Library Law.
2. The Library Board shall have power to make, amend and repeal the bylaws of the Berthoud Community Library District at regular meetings of the Board. At least ten (10) days written notice (via either mail or email) shall be given to all members of the Board of the intention to alter, amend, repeal or adopt new bylaws. Any bylaw change will be read at the next meeting following the written notice and shall be voted on at the next regular meeting. Any bylaw change will require 2/3 majority vote of the entire voting Board.

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6/25/2009 Amended, Motion 09-06-03

12/10/2009 Amended, Motion 09-12-02