

# BYLAWS OF THE CLEAR CREEK COUNTY LIBRARY DISTRICT

Revised: 6 June 2018

## Article I: Name

The name of this organization shall be the *Clear Creek County Library District* ("Library District"), formed and operated pursuant to Colorado Revised Statutes, 24-90-110.7, *et seq.* as amended. The Library District is organized and established by the legislative bodies of the County of Clear Creek, the City of Idaho Springs, and the Town of Georgetown, as a joint library district by resolution proposed and adopted March 3, 1980. The boundaries of this Library District shall be identical with the boundaries and area of the County of Clear Creek, State of Colorado.

## Article II: Board of Trustees

Section 1. **Board Composition.** The Board of Trustees shall be vested with the management of the Library District. Trustees shall consist of two representatives appointed by the John Tomay Memorial Library Building Advisory Committee, two representatives appointed by the Idaho Springs Public Library Building Advisory Committee, and three at-large representatives. Three at-large representatives will be nominated and appointed by the Board of Trustees. A Trustee must be at least eighteen (18) years of age and a legal resident of Clear Creek County.

Section 2. **Terms of Office.** A Trustee shall be appointed to a term of four years, with no member serving more than two full consecutive terms. Vacancies shall be filled in the manner by which Trustees are regularly named and shall be filled for the remainder of the unexpired term. A former Trustee is only eligible for reappointment after one year absence from the Board.

Section 3. **Conflict of Interest.** Current library staff members may not serve on any Building Advisory Committee (BAC) or the CCCLD Board of Trustees. Trustees are not allowed to vote on any issue in which they have a personal interest.

Section 4. **Removal of a Trustee.** A Trustee may be removed by a majority vote of the Board of Trustees, but only upon a showing of good cause. Good cause shall include, but is not limited to: failure to attend three consecutive regular meetings of the Board without justification; acting in a manner that obstructs the Board or District staff in the performance of their assigned and lawful duties; conviction of, or a plea of guilty or no contest to, any felony, or any misdemeanor for which a period of incarceration is imposed; falsification of expense accounts, inventories or other records or reports; engaging in conduct that results, or could result, in injury to the property or interests of the District; or violating District Board policies and procedures.

Section 5. **Compensation.** Trustees shall serve without compensation. Necessary traveling and subsistence expenses actually incurred may be paid from the public library fund, upon Board approval.

Section 6. **Powers & Duties.** The Board of Trustees shall have those powers and duties authorized by Colorado Revised Statutes (C.R.S. 24-90-109) and any future revisions. Powers and duties of the Board shall include those prescribed by statute, including but not limited to, the following:

Establishment of library policy governing the use and management of district libraries.

Preparation and administration of an annual Library District budget covering operation of the library system pursuant to CRS 24-90-112.

Appointment of a qualified Library District Director.

### **Article III: Officers and Duties**

Section 1. **Officers.** The officers of the Board of Trustees shall be a President, a Vice-President, a Secretary and a Treasurer. The Board may name such other officers as it deems necessary.

Section 2. **Election of Officers.** Officers shall be elected annually at the first regular meeting of the Board in January and shall take office at the same meeting, to serve for a period of one year. An officer shall serve not more than two consecutive terms in the same office.

Section 3. **Duties of the Board President.** The Board President shall perform all duties incident to the office of President and shall be the principal executive officer of the Library District, subject to the direction and supervision of the Board of Trustees. The President, or the Vice President, shall preside at all meetings of the Board, sign legal documents which the Board of Trustees has authorized to be executed, appoint members of committees, and perform such other duties as may be prescribed by the Board of Trustees.

Section 4. **Duties of the Vice President.** The Vice President shall assist the Board President and shall perform such duties as may be assigned by the Board President or the Board of Trustees. In the absence of the Board President, the Vice President shall have the powers and perform the duties of the Board President.

Section 5. **Duties of the Secretary.** The Secretary shall review and recommend the approval of the minutes of the meetings of the Board of Trustees and shall oversee the keeping of records.

Section 6. **Duties of the Treasurer.** The Treasurer shall oversee, under the direction of the Board of Trustees, all monies for the operation of the District.

## Article IV: Meetings

Section 1. **Regular Meetings.** Regular meetings of the Board shall be held at the dates and times determined by the Board of Trustees at its first regular meeting of the year. Notice of these meetings shall be posted at least twenty-four (24) hours in advance of each regular meeting in the locations determined by the Board of Trustees by resolution at the first regular meeting of the Board.

Section 2. **Annual Meeting.** The annual meeting of the Board of Trustees in January is held for the purpose of electing officers.

Section 3. **Special Meetings.** Special meetings may be held at any time when called by the Board President or at the request of three (3) Board Trustees. All Board Trustees must be notified at least forty-eight (48) hours in advance of a special meeting and notice of such special meeting must be posted in the usual locations at least twenty-four (24) hours in advance. A telephone and/or email vote may be taken by the Board President if there is not sufficient time to call a special meeting, on an emergency basis only, and the results of the telephone and/or email vote shall be entered into the minutes and ratified at the next scheduled meeting.

Section 4. **Minutes.** Minutes of all meetings shall be taken and maintained by the Board or the Board's designee.

Section 5. **Quorum.** A quorum of the Board shall consist of a majority of current Trustees.

Section 6. **Public Participation.** The Board shall have a written policy for public participation at meetings.

## Article V: Committees

The Board of Trustees may function as a committee of the whole without appointment of standing committees.

Section 1. **Standing Committees.** The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one year by appointment by the Board President and may include members of the public.

Section 2. **Special Committees.** Special committees may be authorized and appointed by the Board President for special, limited purposes and shall serve only until completion of the assignment. Special committees may include members of the public.

## **Article VI: Library District Director**

The Board of Trustees shall appoint a Library District Director who shall be the executive, administrative, and disbursing officer of the Library on behalf of the Board and under its review and direction. The Library District Director shall hire or appoint and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of the staff. The Library District Director retains primary responsibility and oversight for the Library District's indebtedness, for the care and maintenance of Library property, and for the adequate and proper selection of books and materials in keeping with the stated policies of the Board.

## **Article VII: Annual Report**

At the close of each fiscal year, the Board of Trustees, in cooperation with the Library District Director, shall make a report consistent with the requirements of CRS 24-90-109(2), *et. seq.* A copy of said report shall be posted on the Clear Creek County Library District website.

## **Article VIII: Parliamentary Authority**

*Robert's Rules of Order* latest revision shall govern the proceedings of the Board and of its committees to the extent applicable.

## **Article IX: Amendments**

Amendments to these bylaws shall be in written form, posted on the Clear Creek County Library District website, and received by all Trustees at least five (5) days prior to a meeting. All bylaws changes approved by a majority of the Board of Trustees will be posted at the libraries at least five (5) days prior to the meeting, with notice of discussion and final approval at the next regular meeting.

ADOPTED by unanimous vote with all Trustees present on the 30th day of June 1986.

AMENDED/REVISED:        April 6, 1987  
                                      February 15, 1988  
                                      June 12, 1990  
                                      March 12, 2002  
                                      September 14, 2004  
                                      January 13, 2009  
                                      April 13, 2010  
                                      October 13, 2015  
                                      August 9, 2016