

# **DELTA COUNTY PUBLIC LIBRARY DISTRICT**

## **Delta County Public Library District Board of Trustees Bylaws**

This revision, dated 2/18/2026, overrides all previous versions of Delta County Public Library District Board of Trustees Bylaws and any verbal/oral policies, actions and behavior in existence prior to this date.

### **Article One: Name, Authority, Location, Purpose**

Section 1. The name of this organization shall be known as the Delta County Public Library District ("the District"), also doing business as Delta County Libraries, established by Resolution No. 93-R-040 by the Board of County Commissioners of Delta County and by Joint Resolution of the Boards of Trustees of Montrose County Regional Library District and Delta County Library District and Board of County Commissioners of Delta County and Board of County Commissioners of Montrose County, recorded in Delta County, Reception #479155.

Section 2. The District Board of Trustees (herein referred to as "the Board") operates as a governing board under the authority of, and according to, the duties and responsibilities defined in the Colorado Revised Statutes (C.R.S) Sections 24-90-101, et seq. (the Colorado Library Law).

Section 3. The District is located within the boundaries of Delta County, Colorado plus the Maher area of Montrose County and encompasses libraries located in the municipalities of Cedaredge, Crawford, Delta, Hotchkiss, and Paonia. The legal address is Delta County Library District, P.O. Box 858, Delta, CO 81416.

Section 4. The purpose of the District, as approved by the Board of County Commissioners of Delta County, is to carry out the mission of the District.

### **Article Two: Membership**

Section 1. The Board of Trustees comprises seven (7) voting persons appointed by the Board of County Commissioners of Delta County from recommendations made by the Board.

In accordance with the assent of the Board of County Commissioners of Delta County, the seven (7) members are located in the service areas of the District as follows:

|                        |                 |
|------------------------|-----------------|
| At large, Delta County | Two (2) members |
| Cedaredge              | One (1) member  |
| Crawford               | One (1) member  |
| Delta                  | One (1) member  |
| Hotchkiss              | One (1) member  |
| Paonia                 | One (1) member  |

When appointing the at large seats, the Board shall strive, when possible, to fill

the seat with a resident from unincorporated Delta County.

Section 2. Trustees' terms of office are for four (4) years. The Board of County Commissioners of Delta County appoint trustees from eligible applicants on a staggered basis each year in January as a trustee's term expires. Notice of vacancy will be posted by the District. Should a trustee resign prior to the end of their term, the Board of County Commissioners of Delta County fills the vacancy for the remainder of the term upon the recommendation of the Board. There are no limits to recurring terms. Trustees wishing to continue another term should submit an application to the President of the Board. Trustees who resign or become ineligible to serve on the Board must inform the President in writing.

Section 3. Appointments to the Board must be non-political, without apparent conflict of interest and should be from those who show an active interest in the libraries and their progress. Due to inherent conflict of interest, current District staff members may not serve on the Board of Trustees, nor may former staff members who have been employed by the District within the previous five (5) years.

Section 4. The Delta County Board of Commissioners may remove a trustee from the Board, upon recommendation of the Board, by a majority vote of the quorum present, but only on a showing of good cause. Good cause includes, but is not limited to:

- A. Failure to regularly attend board meetings without notification to the President of the Board. Three (3) missed meetings without notification to the President may constitute initiation of removal proceedings.
- B. Repetitive disruptive conduct by the member resulting in the inability of the Board or the District to conduct business.
- C. Inappropriate or unprofessional conduct in the community when engaged in Board activities.
- D. Violation of the Board's "Statement of Ethics" (Attachment A).

Section 5. Trustees serve without salary or other compensation. The Board may use District Funds to reimburse Trustees for travel and subsistence expenses incurred carrying out library business at the Board's request.

Section 6. The Board may include ex-officio Board members deemed useful to carry out its duties. Ex-officio members are generally, but not exclusively, nominated from previous Board Trustees as recommended by the Executive Committee and voted on by the Board. The length of the ex-officio term will be set by the Board at the time of appointment. All ex-officio Board members may participate fully in Board discussions and have their comments recorded in the official minutes, but they are non-voting members and are not eligible to make or second motions. The responsibilities of ex-officio members are to offer advice and guidance to the Board in their area of expertise, and to act as liaison to their particular group(s), if any. Ex-officio members shall not participate in Board executive sessions unless requested to do so by the Board.

### **Article Three: Officers and Duties**

Section 1. The officers of the Board are President, Vice-President, Treasurer and Secretary.

Section 2. The Board elects officers at its first regular meeting each calendar year. The officers are sworn in and take office that day, are bonded, serve for one (1) year, or until the Board elects their successors.

Section 3. President: The President presides at all meetings of the Board, recommends standing committee members for approval by the Board and is the chair of the Executive Committee. The President may sign, either by manual or electronic signature, any leases, deeds, mortgages, contracts and other instruments which the Board has authorized to be executed, and in general shall perform the duties of the office of President and such other duties as may be prescribed by the Board of Trustees from time to time.

Section 4. Vice-President: The Vice-President assists the President and performs such duties as may be assigned by the President or the Board. In the absence of the President, the Vice-President shall have the powers of, and perform the duties of, the President. The Vice- President is a member of the Executive Committee.

Section 5. Secretary: The Secretary is responsible for reviewing and recommending approval of the minutes from the meetings of the Board and for performing all duties which from time to time may be assigned by the President or the Board. The minutes shall include all motions and the resulting vote. Minutes of any open meeting of the Board shall be open to public inspection. The Secretary may sign, either by manual or electronic signature, the Board meeting minutes and other documents which the Board has authorized. Minutes including an executive session shall reflect the topic of discussion at the session and appropriate statutory citation to permit an executive session. An audio recording of the executive session shall be secured at the District office for ninety (90) days. In the absence of the President and Vice-President, the Secretary shall have the powers of, and perform the duties, of the President.

Section 6. Treasurer: The Treasurer chairs the Finance Committee which is responsible for reviewing and modifying the proposed District budget which is developed by the District Director or designated staff members and recommends the budget for review and approval by the Board. The Treasurer shall verify and review monthly financial statements to ensure the financial standing of the District. The Treasurer shall have primary oversight of bills involved with expenditure of District funds. The Treasurer may sign, either by manual or electronic signature, financial reports or other instruments which the Board has authorized. The Treasurer shall perform other duties which may from time to time be assigned by the President or by the Board.

#### **Article Four: Trustee Responsibilities**

Section 1. The Board shall retain and supervise a qualified Library District Director who shall be the executive, administrative, and disbursing officer of the District on behalf of the Board and under its review and direction. The Library District Director shall be a contract employee. The Director shall appoint and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of staff and for reporting this activity to the Board. The Library Director shall attend all meetings unless excused by the Board and take part in the meeting discussions but

shall not be a member of the Board and shall have no vote. The Board shall prescribe the Director's duties and compensation.

Section 2. The Board is responsible for the supervision, care and custody of properties owned or leased by the Library District.

Section 3. The Board shall adopt such bylaws, rules and regulations for its own guidance and for the government of the District as it deems necessary.

Section 4. The Board shall adopt a balanced budget and make appropriations for the ensuing fiscal year as set forth in part 1, Article 1 of Title 29, Colorado Revised Statutes and have exclusive control and spending authority over the disbursement of District funds as set forth in C.R.S. Section 24-90-112(2)(a). The Board shall monitor the status of the budget as funds are expended. The Board shall ensure an annual audit is conducted.

Section 5. The Board and the District Director will, at the close of each calendar year, prepare and make a report to the Delta County Board of County Commissioners showing the condition of its trust during the year, the sums of money expended, the purposes of such expenditures and any other such statistics and information which the Board deems to be of public interest.

Section 6. A Trustee shall avoid situations that could cause a conflict of interest and, should a conflict of interest arise during the course of the business of the Board, shall abstain from participation and voting on that matter. If, in the determination of the majority of the quorum present, a Trustee has a conflict of interest that cannot be resolved, the Board shall recommend to the appointing officials that the Trustee be removed from office.

Section 7. Official statements of the Board shall be limited to the President of the Board and the District Director, subject to approval by the Board.

Section 8. The Board may accept such gifts of money or property for District purposes as it deems appropriate. The Board may also decline gifts or donations which do not meet the needs of the Library District.

Section 9. The Board shall have the authority to enter into contracts.

Section 10. The Board may acquire and hold land by gift, lease or purchase for District purposes and may lease, purchase or construct any appropriate buildings for Library purposes and acquire such other property as may be needed therefore.

Section 11. The Board may sell, assign, transfer or convey any property of the District, whether real or personal, which may not be needed in the foreseeable future for any purpose authorized by law. The Board, prior to the conveyance of such property, shall make a finding that the property shall not be needed in the foreseeable future for District purposes.

Section 12. The Board shall promote and support an active, strong library advocacy program in the community.

Section 13 The Board is the governing entity for the Library District; Foundations and Friends of the Library groups are supportive citizen organizations which serve District interests. The roles of the trustees, the District Director and Foundations and Friends are related but distinct. Trustees represent citizen governance of the District; the Director represents administration and management; Foundations and Friends groups represent citizen participation within the District in the support of District efforts and goals.

## **Article Five: Meetings**

Section 1. The Board shall hold regular monthly meetings. The Board shall designate annually the date, time and location for each meeting and provide public notice of said meeting at least twenty-four (24) hours in advance on the District website and all branch libraries, and shall abide by all requirements of Colorado law regarding open meetings. Colorado law authorizes Board meetings to be held telephonically, electronically or by other means not including physical presence, with a method or procedure provided for members of the public to attend the meeting. Trustees may attend meetings telephonically or virtually, and such attendance does not affect the Trustee's ability to vote on matters.

Section 2. Any meetings of three or more Trustees at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times unless the Board has properly called an executive session.

Section 3. Special meetings may be held at any time when called by the President or at the request of three Trustees. All Trustees must be notified 24 hours in advance of a special meeting and only items on the announced agenda may be discussed.

Section 4. A quorum of the Board consists of four (4) Trustees. The act of a majority of the quorum present at a regular or special meeting shall be the act of the Board.

Section 5. Executive Sessions: Each executive session shall be held in accordance with provisions of C.R.S. § 24-6-402. The matter to be discussed shall be identified in as much detail as possible without compromising the purpose of the executive session. The affirming vote of two-thirds of the quorum present may authorize an executive session. Matters to be discussed in any executive session must comply with requirements of C.R.S. § 24-6-402(4)(a-g). Each executive session discussion will be electronically recorded in accordance with C.R.S. § 24-6-402(2)(d.5)(II)(E). Such recording shall be retained for at least ninety (90) days. An electronic recording will not be made if an attorney representing the Board of Trustees, and who is in attendance, determines all or a portion of the discussion constitutes privileged attorney-client communications. Written minutes prepared for executive sessions need only state the topic of the session, in accordance with C.R.S. § 24-6-402 (2)(d)(II).

Section 6. Parliamentary Authority: The Board shall use the latest version of Roberts' Rules of Order to govern proceedings.

## **Article Six: Committees**

Section 1. Committees assist the Board in fulfilling its governance responsibilities. Committees provide recommendations to the Board but do not make final decisions.

Section 2. The Board shall maintain an Executive Committee. The Board may establish other standing committees as needed. The Executive Committee consists of

the President (chair) and the Vice-President. The Executive Committee may act on urgent matters between Board meetings (subject to Board ratification). The Executive Committee shall set Board meeting agendas with the District Director, review policies and recommend changes to the Board, conduct the Library Director's annual performance evaluation, and perform other duties assigned by the Board.

Section 3. The Board may authorize special committees for specific purposes and time frames. Special committees dissolve when their work is complete or by a majority vote of the quorum present.

Section 4. The President appoints members to all committees (except the Executive Committee, which consists of the two officers). All committee appointments require Board approval by a majority vote of the quorum present. Committee appointments are made annually following officer elections, as needed, or as vacancies occur. Committee members may be removed by majority vote of the quorum present. The President designates a committee chair for each committee, or the committee may elect its own chair.

Section 5. Committees shall consist of Board members. The Board may authorize non-Board members to serve in a non-voting advisory capacity when specialized expertise is needed. The Library Director may serve as a non-voting member of committees except any Personnel Committee. Committee meetings with three or more Board members present are public meetings and require 24-hour advance notice under Colorado Open Meetings Law.

## **Article Seven: General**

Section 1. Given a quorum, an affirmative vote of the majority of all members of the Board present at the time is necessary to approve any action of the Board. The President may vote upon and may move or second any proposal.

Section 2. The bylaws may be amended by the majority vote of a quorum present, providing that all Board members have been given notice of the proposed changes prior to the meeting. The bylaws must be reviewed at least every three (3) years to assure compliance with Colorado Library Law.

Section 3. The Board may adopt, eliminate or modify policies at any time upon an affirmative vote of a majority of the quorum present.

## End of Bylaws

The preceding bylaws, consisting of seven (7) articles and one (1) attachment, are intended to cover all major functions of the Delta County Libraries Board of Trustees and to replace previous bylaws and amendments. They were approved by the Board of Trustees on February 18, 2026. Board member names and signatures are:

Lesandre Barley  
Kami Collins  
Cheryl Crews  
Gayle Davidson  
Paul Frazier  
Esther Koontz  
Kathy Steckel

  
Esther Koontz, President

  
Lesandre Barley, Secretary

ATTACHMENT A: Board Statement of Ethics

## **Delta County Public Library District Board of Trustees**

### **Bylaws Attachment A – Board Statement of Ethics**

*Adapted from the American Library Association Ethics Statement for Public Library Trustees  
(2019)*

- Trustees must promote a high level of library service while observing ethical standards.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon a Trustee to recuse or abstain from an issue whenever the appearance of a conflict of interest exists.
- 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.
- Trustees must be prepared to support to their fullest the efforts of District Staff in resisting censorship of library materials by groups or individuals.
- Trustees who accept appointment to the Board are expected to perform all functions of library trustees.