

**By-Laws  
Board of Trustees  
DOLORES LIBRARY DISTRICT**

**PREAMBLE**

The Dolores Library provides access to Information through a variety of opportunities to the community. It supports individual growth and contributes to an informed and productive community through the overall library program. The trustees of the Dolores Public library have a number of duties and functions, and are organized in a specific manner. The following by-laws delineate the responsibilities of the Board of Trustees and the manner in which these responsibilities should be carried out.

**ARTICLE I: NAME**

This organization shall be called the Board of Trustees of the Dolores Library District, existing by virtue of Colorado Revised statutes 24-90-101, et seq., known as *Colorado Library Law*, and exercising the powers and authority and assuming the responsibilities delegated to It under said statutes.

**ARTICLE II: MEMBERSHIP**

Section 1. The membership of the Board of Trustees shall be composed of five (5) to seven (7) trustees appointed in the manner set forth in 24 -90-108. Trustees shall be appointed by a four (4) person committee comprised of two (2) members of the Dolores Town Board and two (2) members of the RE-4 School Board. Appointments to be confirmed by the respective boards.

Section 2. A. Trustees shall be appointed for terms as set out In 24-90-108. Colorado Revised Statutes. In that the first appointments of such Board of Trustees shall be for terms of 1. 2. 3. 4 & 5 years respectively If there are five (5) trustees, one for each of such terms except the five-year term for which two (2) shall be appointed if there are six(6) trustees, and one for each of such terms except the four-year and five-year terms for each of which tow (20 shall be appointed if there are seven(7) trustees. Thereafter, a trustee shall be appointed annually to serve for five years.

B. Any newly appointed trustee or associate trustee shall begin serving on the Board of Trustees immediately upon appointment,

although his five year term shall officially date from the January nearest to that appointment.

#### ARTICLE III: OFFICERS

Section 1. The officers shall be a President and secretary and such other officers as the board deems necessary. Said officers shall be elected from among the appointed trustees and shall be elected at a meeting of the Board each January.

Section 2. Nominations for officers for the upcoming year shall be made to the Board one (1) month prior to the January meeting.

Section 3. Officers shall serve a term of one year from the end of the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at all meetings of the Board. Checks shall be signed by the President or President's designee.

Section 5. The Vice President, in the event of the absence or disability of the President, shall assume and perform the duties and functions of the President.

Section 6. The Secretary shall keep a true and accurate record of the business portion of all meetings of the Board and shall perform such other duties as are generally associated with that office.

Section 7. The Treasurer shall be the disbursing officer of the Board and shall perform duties as devolve upon the office. He may be bonded in any amount as may be required by resolution of the Board.

Section 8. In the absence, or inability to serve, of the Vice President, the Secretary or the Treasurer, the duties of that office shall be performed by such other member of the Board as the Board shall designate.

ARTICLE IV: DUTIES AND RESPONSIBILITIES

Section 1. Refer to 24-90-109, "Colorado Library Law, M C.R.S.

ARTICLE V: MEETINGS

Section 1. A. The regular meetings shall be held each month, date and hour to be set by the Board at Its annual meeting.

B. The public place for posting notices of meetings shall be designated at annual meeting (24-6-402c)

Section 2. The annual meeting, which shall be for the purpose of the election of officers to the Board of Trustees, shall be held at the time of the regular meeting In the month of January each year.

Section 3. Special meetings may be called at the direction of the President or at the request of two (2) members of the Board.

Section 4. A quorum for the transaction of business at any meeting shall consist of a majority of the number of Trustees appointed (i.e. three (3) on a five person Board, four (4) on a seven (7) person Board, etc.), members of the Board present in person.

Section 5. Conduct of meetings: All meetings shall be governed by the current ROBERT'S RULES OF ORDER, newly revised.

ARTICLE VI: LIBRARY DIRECTOR AND STAFF

Section 1. 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.

Section 2. The Director shall:

A. Recommend to the Board the appointment of other employees and specify their duties

B. Be held responsible for the proper direction and supervision of the staff.

C. Be held responsible for the care and maintenance of the library property.

D. Be held responsible for an adequate and proper selection of books in keeping with the stated policy of the Board.

E. Be held responsible for the efficiency of the library service to the public.

F. Be held responsible for the financial operation of

the library within the limitations of the budget as approved by the Board of Trustees.

G. Have authority to appoint part-time or temporary employees with prior approval of the Board.

#### ARTICLE VII: FRIENDS OF THE DOLORES PUBLIC LIBRARY

Section 1. The "Friends of the Dolores Public Library (Friends) is a nonprofit (501 c (3)) organization whose mission is to support the Dolores Public Library (Library) in ways consistent with the Library's mission. All activities of the Friends shall be In accordance with the Library's mission and with Colorado Library Law (Colorado Revised Statutes 24-90-101, et seq.)

Section 2. The membership of the Friends shall be comprised of individuals who meet criteria as specified In the Friends' By-Laws. Members need not be residents of the Dolores Library District.

Section 3. The Friends' officers shall be affirmed by the Board of Trustees of the Dolores Public Library District. All Officers shall be members of the Friends, age eighteen(18) or older, and not serving on the Library staff or the Board of Trustees. Officers shall be a President, Secretary, and Treasurer, and other such officers as specified in the Friends By-Laws. Officers shall be appointed for a term of no more than two (2) years.

Section 4. Officer's duties shall be specified in the Friends' By-Laws.

Section 5. Officers shall receive no compensation for their services.

Section 6. Officers may be removed from office for due cause by the Library's Board of Trustees, after December, 2000

Section 7. The Friends shall present an annual progress and financial report to the Board of Trustees In October of each year at the regular Board Meeting.

Section 8. One of the officers of the Friends will be appointed by their Board as an ex-officio, non-voting representative to the Board of Trustees and attend meetings quarterly.

ARTICLE VIII: COMMITTEES

Section 1. The President shall appoint committees of one or more members 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 the 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 Board of Trustees 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 IX. AMENDMENTS TO BYLAWS

Section 1. These Bylaws may be amended at a regular official meeting with previous notice and two-thirds (2/3) vote, a quorum being present.

Revised and ADOPTED January 13, 1999