DOLORES LIBRARY DISTRICT
Board of Trustees Bylaws

PREAMBLE

The Dolores Library District (District) provides access to information through a variety of opportunities to the community. The District supports individual growth and contributes to an informed and productive community through the overall library program.

The trustees serve as a governing board and are legally responsible for certain aspects of the direction and management of the District. Primary duties of the Board include promoting District services and advocating for the District in the community, region, and State; securing adequate funding and practicing responsible fiscal management of public money; planning for the future of the District; establishing and supporting a planned program of public relations; establishing District policies, and monitoring and evaluating the overall effectiveness of the District and the Executive Director.

The trustees of the District have a number of duties, responsibilities, and functions. The following bylaws 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 and other laws.

ARTICLE II: MEMBERSHIP

Section 1. The membership of the Board of Trustees ("**Board**") shall be composed of seven (7) trustees appointed in the manner set forth in Colorado Library Law. A trustee must be at least 18 years of age and reside within the District's boundaries. Trustees must be appointed to serve on the Board by the Dolores Town Board and the RE-4A School District Board.

Section 2. Trustees may serve for four terms of three years. Any newly appointed trustee shall begin serving on the Board of Trustees immediately upon appointment, although a trustee's three-year term shall officially date from the January nearest to that appointment

Section 3. A vacancy on the Board shall be filled as soon as practical after such vacancy occurs for the remainder of the unexpired term. A notice of such vacancies shall be posted on the website and at the Dolores Public Library.

Section 4. Removal. A Trustee may be removed from service on the Board following a majority vote of the Board, and in accordance with Colorado Library Law, by a majority vote of the appointing legislative bodies, and only upon a showing of good cause. Good cause may include but not be limited to: a deliberate breach of the Bylaws adopted by the Board;

criminal, or fraudulent activity; conduct causing significant harm to the District, either materially or to its reputation; failure to perform duties outlined herein; or failure to attend three consecutive regular monthly meetings of the Board without an excused absence. The Board does, however, recognize extenuating circumstances and may waive or authorize an excused absence from the attendance requirement.

Section 5. Trustees shall receive no compensation for their services. However, certain expenses, such as training or traveling expenses actually incurred may be reimbursed from District funds.

ARTICLE III: OFFICERS

Section 1. The officers shall be a President, Treasurer, 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 the annual meeting in January.

Section 2. It is recommended that nominations for officers for the upcoming year shall be made to the Board at the December 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, subject to the direction and supervision of the Board, be the principal officer of the District. The President shall preside at all meetings of the Board. Checks, warrants, and other legal documents shall be signed by the President or President's designee, either by manual or facsimile signature. The President is the authorized spokesperson for the Board, unless delegated to another trustee.

Section 5. The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. .

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

Section 7. Officers may be removed from office by a majority vote of the trustees at a regular monthly meeting.

ARTICLE IV: DUTIES AND RESPONSIBILITIES

Section 1. Trustees shall have all duties and responsibilities as authorized by Colorado Library Law, C.R.S. § 24-90-109.

Section 2. The Board shall retain and supervise a qualified Executive Director who shall be the executive and administrative officer of the District on behalf of the Board and under its review and direction. The annual evaluation of the Executive Director shall take place at the regularly scheduled November meeting.

Section 3. The Board shall complete its annual self-assessment at the regularly scheduled December meeting. This documentation may be used for strategic planning and other purposes as determined by the Board.

Section 4. The Board shall participate in trustee continuing education through specific learning resources. Trustees are encouraged to take advantage of these opportunities. Trustees may attend other training opportunities depending on funding and space availability.

Section 5. The Board shall adopt and revise rules, regulations, and policies as needed by which the Executive Director shall conduct the operations of the District. All approved policies shall be posted to the District website and made available upon request to the Executive Director.

Section 6. The Board shall review the bylaws, the employee handbook, and other policies necessary for operations and revisions will be made as needed or as legislation requires. The Executive Director is the official custodian of such documentation. This documentation may be used to maintain quality operations, for strategic planning, and other purposes as determined by the Board.

Section 7. Ethics**.** Trustees shall conduct themselves in accordance with Colorado law, including the Code of Ethics for public officials, Sections 24-18-101, et seq., C.R.S. (the "Code of Ethics"). Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the District. Trustees shall disclose any and all potential conflicts of interest during the appointment process. If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter. Specific areas of potential conflict, without limitation, are described in this Section, below.

- Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the District in matters in which they have a direct or indirect financial interest.
- Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member (defined as husband, wife, domestic partner, brother, sister, child, or grandchild, including step-relationships of each of the defined relationships) or an organization with which they are associated as a principal has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.
- Trustees shall not accept a gift exceeding $50.00 in value in any calendar year (i) if doing so would improperly influence a reasonable person to depart from the faithful and impartial discharge of public duties or (ii) which the Trustee knows or which a reasonable person in the position should know under the circumstances is primarily for the purpose of rewarding the Trustee for official action the Trustee has taken.
- Trustees shall respect the confidential nature of District business while adhering to the Colorado Open Records Act ("CORA"), Sections 24-72-200.1 et seq., C.R.S. and all other applicable laws governing freedom of information.
- Trustees shall pledge to support and promote the principles set forth in in the American Library Association's Library Bill of Rights, Code of Ethics, and the Public Library Trustee Ethics Statement.

ARTICLE V: MEETINGS

Section 1.

A. The regular meetings of the Board shall be held each month, at the date and hour to be set by the Board at its annual meeting. All business of the Board shall be conducted only during such regular meetings or at specially called meetings. Meetings shall be open to the public. The District maymeet in properly convened executive session to discuss legally permitted topics.

B. Meeting notices are to be posted on the District's website and in the Dolores Public Library no less than 24 hours prior to the meeting.

Section 2. The annual meeting, which shall also be for the purpose of the election of officers to the Board of Trustees, shall be held immediately following the regularly scheduled meeting each January.

Section 3. Special meetings may be called at the direction of the President or at the request of two (2) members of the Board. Special meetings include study sessions at which a quorum of the Board is in attendance and at which information is presented to the Board members, but no official action can be taken by the Board. Minutes will be taken at all meetings of the Board of Trustees and are a matter of public record. Specially called meetings shall be open to the public except for any properly convened executive session.

Section 4. A majority of the total membership of the Board shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting, including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.Members of the Board must be present in person or participate through conference call or other technologically supported attendance to officially vote regarding District business.

Section 5. Any meetings of three (3) or more trustees at which any District business is discussed or at which any formal action may be taken are considered public meetings open to the public as per Colorado Open Meetings law. Email communications between three (3) or more trustees will be limited to sharing documents relevant to Board business, such as reports, spreadsheets, and other applicable documents. These email communications will not discuss any public business or take any formal action .

Section 6. Conduct of meetings: All meetings shall be governed by the current ROBERT'S RULES OF ORDER. The order of business for regular meetings shall include, but is not limited to, the following items in the following sequence.

A. Call to order, roll call, and approval of the agenda
B. Review of the minutes of the last regular meeting and any intervening meetings
C. Correspondence and communications
D. Public Comment
E. Financial reports and approval of the bills and payroll
F. Director's report
G. Unfinished business
H. New business
I. Discussion

J. Adjournment

ARTICLE VI: EXECUTIVE DIRECTOR AND STAFF

Section 1. The Executive Director, under the direction and supervision of the Board, shall perform all established duties to accomplish the mission and fulfill the policies and plans adopted by the Board. Other duties may be assigned from time to time. The Executive Director is the only employee over whom the Board has direct supervisory responsibility and control. The Executive Director is the official custodian of all District records.

Section 2. The Executive Director shall specify, employ, and supervise the duties of all District employees and will be responsible for reporting these activities to the Board.

Section 3. The Executive Director shall develop, recommend, and implement District policies and procedures as adopted by the Board.

Section 4. The Executive Director shall attend all District meetings unless excused by the Board, provide the monthly meeting agenda in consultation with the Board President, provide financial and administrative reports, and take part in meeting discussions.

ARTICLE VII: FUNDS.

Section 1. The Board shall adopt a budget, make appropriations for each fiscal year as set forth by Colorado Library Law, and have exclusive control and spending authority over the disbursement of District funds. The Executive Director shall present the budget at the regularly scheduled October meeting or no later than October 15, as required by Colorado law. The Board shall adopt the budget, certify any mill levy, and make appropriations at the regularly scheduled November meeting or no later than December 15 each year, per Colorado law. An independent auditor shall conduct a yearly audit or file an audit exemption in compliance with Colorado statutes.

Section 2. The fiscal year of the District shall be the calendar year.

ARTICLE VIII: COMMITTEES

Section 1. The President shall appoint temporary advisory committees of two or more members for such specific limited purposes as the business of the Board may authorize from time to time. Temporary advisory committee members need not be trustees. The temporary advisory committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board. The Executive Director is an ex-officio, non-voting member of all advisory committees.

Section 2. The President shall appoint permanent advisory committees of two or more members for specific limited purposes as the business of the Board requires. Examples of permanent advisory committees could include a budget committee, investment committee, and/or any other committee relevant to the Board's governance responsibilities. Permanent advisory committee members must be trustees. The membership of a permanent advisory committee shall be revised as necessary as the membership of the Board changes.

Section 3. All advisory committees shall make progress reports to the Board of Trustees when information is required by the Board relevant to the advisory committee's purpose and area of expertise. Each advisory committee shall keep minutes of its meetings and provide those minutes to the Executive Director for distribution to the Board. The Executive Director must post public notice of these meetings on the District's website and in the Dolores Public Library no less than 24 hours prior to the meeting.

ARTICLE IX. AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended at a regular meeting of the Board with previous notice and two-thirds (2/3) vote of a quorum being present.

ADOPTED: January 13, 1999

REVISED: March 8, 2011

REVISED: May 14, 2013

REVISED: July 8, 2014

REVISED: March 10, 2015

REVISED: February 8, 2016

REVISED: February 10, 2026

REVISED: March 10, 2020

REVISED: May 11, 2021

REVISED: June 8, 2021

REVISED: July 12, 2022

REVISED: June 13, 2023

REVISED: June 10, 2025