

**EAST CHEYENNE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
BYLAWS**

**ARTICLE I  
Name**

The name of this organization shall be The East Cheyenne County Library District with the trade name as the East Cheyenne County Public Library located in Cheyenne Wells, Colorado. The Board shall have those duties and responsibilities authorized in these by-laws, and by the Colorado Library Law. (CRS 24-90)

**ARTICLE II  
Membership**

Section 1. The Board is comprised of five members; these trustees are appointed by two legislative bodies, which consist of two members of the City Council, and two members of the County Commissioners. The Board of Cheyenne County Commissioners will have final approval, after the City Council, in the selection of board members.

Section 1a. Trustees must promote a high level of library service while observing ethical standards.

Section 2. The first appointments of such boards of trustees shall be for terms of one, two, three, four, and five years respectively, one for each of such terms. Board members must reside within the Library District. A board member may serve a limit of two terms in succession. Vacancies are filled for the remainder of the unexpired term as soon as possible in the manner in which trustees are regularly chosen. A board member not choosing to remain on the board should notify the board by October 15 of his/her last year.

Section 2a. Trustees who accept appointment to a library board are expected to perform all the functions of library trustees.

Section 3. A library trustee may be removed only by a majority vote of the appointing legislative bodies, but only upon a showing of good cause as defined in, but not limited to, the bylaws adopted by the Board. A member should be removed if they miss three consecutive regularly scheduled board meetings with unexcused absences or relocate their primary residence out of the Library District. This can be done only by a majority vote of the appointing committee members of the legislative bodies.

- Section 3a. 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.
- Section 3b. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Section 4. A trustee shall not receive a salary, nor compensation for services as a trustee. Necessary traveling and subsistence expenses actually incurred may be paid from the library funds at the discretion of the Board.
- Section 4a. Trustees must avoid situations in which personal interests, or that of their family members, might be served, or financial benefits gained at the expense of library users, colleagues, or the institution.
- Section 5. Trustees, immediately after their appointment, shall meet to organize and shall elect a chairperson, secretary, and other officers as deemed necessary for services.
- Section 6. The Board shall retain a Library Director who will administer policies adopted by the Board, interview, direct and supervise future staff members, prepare required reports, recommend policies and procedures, and promote effective library services.

### **ARTICLE III Powers and Duties**

- Section 1. The Library District shall be an autonomous entity, subject to the statutory restrictions set forth in C. R. S. 24-90-101, et. Seq. The Library Trustees shall have the power and the duty to:
- a. Determine the purpose of the library, and to adopt written policies, rules, and regulations, to govern the operation and programs of the library.
  - b. Determine the programs and needs of the library in relation to the community, and to keep abreast of the standards and library trends.
  - c. Establish, support, and participate in a planned public relations program.
  - d. Prepare, with the assistance of the Library Director, the annual budget, and recommend approval to the ruling legislative bodies.
  - e. Establish policies for the operation of the library that are in accordance with the library law.
  - f. Schedule board meetings as needed, and see that accurate records of those meetings are kept on file.

- g. Establish the goals and objectives of the library in written form. Include both short-term (one year) and long-term (five year) goals. Progress should be evaluated annually and plans revised accordingly.
- h. Trustees must be prepared to support the efforts of library personnel in resisting censorship of library materials by groups and individuals.
- i. Evaluate and approve agreements or contracts with companies, institutions, or individuals for services, equipment, materials, and buildings for the library when appropriate.
- j. Review annually the intergovernmental agreements.

#### **ARTICLE IV Officers and Duties**

- Section 1. The officers of the trustees shall be chairperson, vice chairperson, secretary, and financial officer. The trustees may name such other officers, as it deems necessary.
- Section 2. The chairperson shall preside at all meetings of the Board, appoint members of committees, and perform such other duties as are associated with the office.
- Section 3. The secretary shall be responsible for the minutes of the trustee meetings and shall perform such other duties as are assigned by the trustees.
- Section 4. Officers are elected once a year on the second month of a new calendar year. The new officers will take their place on the Board upon election.

#### **ARTICLE V Meetings**

- Section 1. The meetings of the Board of Trustees shall be held at least six times a year at a designated time and place. The Board will abide by all requirements of Colorado Law regarding open meetings and notification.
- Section 2. Members of the Board will be given 24 hours advance notice of a regular meeting. Reasonable notice is required to call an emergency or special meeting.
- Section 3. A quorum of the trustees shall consist of a majority of the members.
- Section 4. Trustees shall conduct business in accordance with the latest edition of Robert's Rules of Order Revised.
- Section 5. An agenda, including items to be discussed, shall be made available to the trustee members and to the public for all regular meetings of the trustees.

- Section 6. Trustees are expected to attend whenever possible, to have read, and be ready to discuss the agenda, and other meeting materials presented beforehand.
- Section 7. A quorum is necessary to make any policy or budget changes.
- Section 8. In the event that a special/emergency meeting cannot be arranged for, the Board of Trustees may conduct a telephone poll.
- Section 9. Time will be provided at all regular meetings for public participation.

## **ARTICLE VI**

### **Employees**

- Section 1. The Library Director shall be considered an employee of the East Cheyenne County Library District, and shall adhere to the personnel policies adopted by the Library Board.
- Section 2. All other employees of the library shall be under the direction of the Library Director, and shall adhere to the personnel policies adopted by the Library Board.
- Section 3. The Circulation Manager and any Library Clerk/Temporary positions shall be interviewed and hired at the discretion of the Library Director with final approval from the Library Board.
- Section 4. The Library Director will approach the East Cheyenne County Library Board with any recommendations for dismissal of employees. The final decision to dismiss employees rests on a quorum of the Library Board of Trustees of the East Cheyenne County Library District.
- Section 5. The Circulation Manager and the Library Clerks are under the supervision of the Library Director, but are employed by the Board of Trustees.
- Section 6. The Board will establish written personnel policies. They shall include job description, employment, professional expectations, compensation and fringe benefits, as well as other regulations.
- Section 7. The Board shall evaluate the Library Director annually. This goes in the Library Director's personnel file.
- Section 8. The Board may keep any additional records that it deems necessary regarding employees or the operation of the Library. Disclosure of these records shall be governed by the Colorado Open Records statutes.
- Section 9. Employees will be expected to take advantage of workshops and conferences that will enhance their job performance.

**ARTICLE VII**  
**Amendments**

Recommended amendments of these bylaws or to any policy of the trustees may be adopted by a majority vote of the trustees present at regular meetings. Said amendments shall be presented to the legislative bodies.

**ARTICLE VIII**  
**Budgeting**

- Section 1. The Board shall be aware of the Library District's financial situation. This requires knowing the financial situation of the funding entity. Learn about other possible sources of revenue, such as fines, fees, grants, gifts, endowments, and bond issues.
- Section 2. The Board will work with the Library Director to formulate and adopt an annual budget to carry out the library's goals and objectives.
- Section 3. The adopted budget shall be presented to the general public, and the Board should be ready to explain and defend it as necessary.
- Section 4. At the close of each year, the Board of Trustees shall make a report to the legislative bodies showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures. A copy of this report shall be filed with the State Librarian.
- Section 5. The Board and Library Director shall constantly monitor the status of the budget as funds are expended.
- Section 6. Expenditures must be approved by a quorum of the Board of Trustees during regularly scheduled Board meetings. If a monthly meeting is not necessary, the Library Director must have expenditures approved and initialed by one of the Board officers.
- Section 7. The Board shall set standards for, and formally accept gifts or endowments.
- Section 8. The Board shall approve and support cooperative efforts with other libraries to make more effective use of funds.

**ARTICLE IX**  
**Public Relations**

- Section 1. Members of the Board of Trustees should:
- a. Be a personal user of the library.
  - b. Promote library services and needs on a personal level with business associates and social acquaintances.

- c. Establish a good working relationship with community leaders. Board members should be able to talk knowledgeably and amicably with local officials about library finances and programs.
- d. Maintain a cordial contact with officials at all levels of government: local, county, state, and national.
- e. Maintain cordial contacts with members of the media, and community leaders.
- f. Study and actively support legislation to improve library services on local, state, and national levels.
- g. Attend workshops and conferences when feasible and appropriate.