

**BYLAWS OF THE EAST ROUTT LIBRARY DISTRICT
BOARD OF TRUSTEES**

As Adopted and Amended March 23, 2023

ARTICLE I: NAME

This organization shall be known as the East Routt Library District Board of Trustees which was established by resolution on January 1, 1980.

ARTICLE II: PHYSICAL BOUNDARIES

District boundaries will include all the real property presently contained in the RE-2 School District and will be subject to immediate review at any time the RE-2 School District Boundaries change.

ARTICLE III: ADMINISTRATIVE MANAGEMENT AND CONTROL

- A. The management and control of the East Routt Library District shall be vested in a Board of not fewer than five nor more than seven Board Trustees. Board Trustees shall be appointed in accordance with C.R.S. Title 24, Article 90, hereafter referred to as Colorado Library Law. Board Trustees shall initially be appointed for a five (5) year term and shall be eligible for two (2) reappointments for a maximum of three (3) full terms. A vacancy shall be filled as soon as possible after a vacancy occurs to ensure that the Board membership remains between five and seven Board Trustees. A Trustee appointed to fill a vacancy will be eligible for the full five (5) year term and may be reappointed two (2) times for a total of three (3) full terms.
- B. A vacancy will exist when a Trustee's term expires or a Trustee submits his/her resignation to the Board President in writing. When there is a vacancy, the Board, in conjunction with the Library Director, will determine the appropriate procedure for recommendation and appointment of a new Trustee to fill such vacancy.

ARTICLE IV: POWERS, RESPONSIBILITIES, AND OPERATION OF THE BOARD

The Board of Trustees shall have all those powers, duties and responsibilities authorized by Colorado Library Law. In addition, the Board shall have all those powers necessary for and incidental to the management and control of the East Routt Library District. The Board shall protect and defend intellectual freedom by ensuring free and open access to information and materials as guaranteed by the 1st Amendment of the Constitution of the United States of America and supported by the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements.

- A. A Quorum of the Board shall consist of a majority of Board Trustees whether in attendance in person or electronically.
- B. Manner of Acting: An affirmative vote of a majority of the Trustees is necessary to approve any action of the Board. All votes taken by telephone, fax, email or other electronic means must be done in accordance with C.R.S. 24-6-402, hereafter referred to as Colorado Open Meetings Law.
- C. Election of Officers among the Trustees shall take place at the first regularly scheduled meeting of the Board each calendar year. The officers will consist of a President, Vice-President, Treasurer, Secretary, and any other officers the Board may deem necessary. Each officer serves for a one year term, but may not serve more than four (4) consecutive terms in that same office. Any vacancy during the regular term of any office shall be filled by a Trustee elected by a majority vote of the Board as soon as practicable. Such Trustee shall be eligible for no more than three (3) additional consecutive terms in that same office.
- D. The President shall preside at all meetings, shall appoint all standing and special committees, and shall perform all duties pertaining to the office of President and such other duties as may be prescribed by the Board from time to time. The President shall be an ex-officio member of all committees.
- E. Vice-President: In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time be assigned to him/her by the President of the Board.
- F. Secretary: The Secretary shall ensure that the library district keep accurate minutes of all Board meetings and have such duties as assigned by the Board as reflected in the minutes of the meeting during which those duties are assigned.
- G. Treasurer: The Treasurer shall have such financial duties as assigned by the Board as reflected in the minutes of the meeting during which those duties are assigned.
- H. Special Committees may be created at the option of the Board from among its membership, the public, or a combination.
- I. Salaries and compensation for Board Trustees are prohibited although travel and subsistence expenses actually incurred may be reimbursed upon approval of the Board.
- J. Regular Meetings shall be held in person or virtually at a time and place agreed upon no less than 24 hours in advance of the meeting.

- K. Special Meetings may be called by the Director, President or any two Board Trustees at any time so long as notice of the time, place and purpose of the meeting is served upon all Board Trustees and publicly posted in accordance with Colorado Open Meetings Law.
- L. Executive session. Any executive session shall be conducted in accordance with the Colorado Open Meetings Law.
- M. Action by telephone or electronic vote. The Board may vote by telephone or electronically on an emergency matter, provided that 1) a majority of the Board approves by telephone or electronic message of the taking of such a vote, 2) the vote approval and action taken on the matter is reported in a separate set of minutes which are then approved and placed on file with all other meeting minutes, and 3) all requirements of the Colorado Open Meetings Law are followed.
- N. Conflict of Interest. No Trustee shall vote on any issue on which he/she has declared a conflict of interest or on which it is determined by a majority of the Board present at the time of the vote that such Trustee has a conflict of interest. A “conflict of interest” is defined as a conflict between the private interest and the official responsibilities of the Trustee.
- O. Resignation of a Board Trustee may occur at any time notice is submitted in writing pursuant to Article III. B.
- P. Removal of a Board Trustee. After a vote of the majority of the Board, the Board may recommend the removal of a Board trustee to the appointing legislative body or bodies. Such recommendation may be made only upon a showing of “good cause” which shall include, but not be limited to the following:
- a. Missing more than three (3) regular Board meetings during a single calendar year; or
 - b. Willful misconduct, refusal to obey an order of the presiding officer, or neglect of duty; or
 - c. The judgment of the majority of the Board is that removal would be in the best interest of the Library.
- Q. Agendas for Board meetings are the responsibility of the Library Director and the President of the Board and, at all regular meetings will include a review of the minutes, financial reports and disbursements, and new and unfinished business.
- R. Public Participation at Meetings: A public comment period will be provided at all regular meetings of the Board of Trustees. In addition to public participation during board meetings, the Board is committed to engaging members of the community on an ongoing basis and community members are encouraged to share

their views directly with the Director or the Board via the contact options listed on the library's website. If a member of the public wishes to speak at a board meeting, the meeting Chair shall begin by reading this policy:

1. Board Trustees will listen to Public Comments as follows:
2. Board Trustees will not answer questions or engage in debate during the Public Comment period.
3. Speakers may be directed to staff or other sources for responses to questions raised during the Public Comment period.
4. No action shall be taken during this portion of the meeting. Public comment or concerns that require more deliberation, research or study may be considered for addition as an agenda item at meetings subsequent to the meeting in which they arise.
5. Speakers' comments and questions must deal with a topic related to matters of the library district.
6. Individual personnel matters will be addressed pursuant to the employee handbook and will not be discussed during public comment. Speakers will begin by giving their full name and address (place of residence).
7. Comments are limited to 3 minutes. If four or more people wish to address the board on a single topic, the board may allot 12 minutes for same or similar comments.
8. Speakers may not give their time to another speaker.
9. The Board will limit the public comment period to 30 minutes unless Board Trustees feel the period should be extended to accommodate additional comments
10. Comments shall be courteous and respectful at all times.
11. The meeting Chair has the responsibility for enforcing these rules and may change the order of speakers so that testimony is heard in the most logical groupings. The chair may also interrupt, warn or terminate a speaker's statement or comment that is unrelated to the business of the library or is disruptive to an orderly, productive meeting.

ARTICLE VI: FISCAL MANAGEMENT AND CONTROL

- A. All Board officers and the Library Director shall be signators on all Library investment accounts. All Board Trustees and the Library Director shall be signators on all Library operating accounts. Library checks under \$10,000 must carry the signature of either the Library Director or any Board Trustee. Checks for \$10,000 or more must be signed by both the Library Director and any Board Trustee or in the Library Director's absence, any two Board Trustees. All expenditures must be approved by a majority of the Board of Trustees, either before or after payments are issued.

- B. The establishment of any deposit or investment accounts shall be authorized by a majority of the Board of Trustees.
- C. The receipt or expenditure of any funds not reflected in the annual budget of the library will require authorization by a majority of the Board of Trustees.

ARTICLE VII: LIBRARY DIRECTOR

The Board shall appoint and set the compensation of the Library Director who shall serve at the request of the Board.

The Library Director shall execute and administer the policies adopted by the Board, and shall, in addition, be responsible for the direction and supervision of the library staff and for the operation of the library itself. The Library Director shall submit monthly reports to the Board of the condition and operation of the library and shall make recommendations to the Board of such policies and procedures as will promote the efficiency of the library and service to whom it serves.

ARTICLE VIII: AMENDMENTS TO THE BY-LAWS

These by-laws may be amended in conformance with Colorado Library Law at any regular meeting of the Board.