

BYLAWS OF THE BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT

These Amended Bylaws of the Board of Trustees (the "Board") of the High Plains Library District (the "District") are adopted this 21st day of September 21, 2009.

The District is a political subdivision of the State of Colorado, established and existing by virtue of the provisions of Title 24, Article 90 of the Colorado Revised Statutes. These bylaws are adopted pursuant to C.R.S. §24-90-109(a) for the Board's guidance in the management and control of the District.

ARTICLE 1 Board of Trustees

Section 1: Number, Geographic Areas and Term. The Board of Trustees shall consist of seven (7) members, all of whom must reside within the boundaries of the District's legal service area. There shall be one Trustee from each of the following six (6) geographic regions and one (1) At-Large Trustee:

- Region 1. Erie, Frederick, Firestone
N-CR66, S-County Line, E-US85, W-CR45

- Region 2. Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville,
Fort Lupton
N-CR52, S-County Line, E-County Line, W-US85

- Region 3. Mead, Johnstown, Milliken, Berthoud
N-U534, S-C66, E-US85, W-County Line

- Region 4. Greeley, Evans, Garden City
N-S392, S-US 34, E-CR45, W-County Line

- Region 5. Ault, Eaton, Pierce, Nunn, Carr, Rockport, Lucerne
N-County Line, S-US34, E-CR45, W-County Line

- Region 6. New Raymer, Kersey, Grover, Galetton, Briggsdale, Buckingham,
Keota, Masters, Deerfield, Barnesville, Hardin
N-County Line, S-CR44, E-County Line, W-CR45

The Trustees shall serve for an unlimited number of five (5) year terms which shall be staggered so that one or two Trustees are appointed or reappointed each year. A Trustee's term shall expire on the day of the first meeting in January, and the term of

newly appointed Trustees shall begin at the first meeting in January. (Amended September 21, 2009 by Decision 2009.09-3)

Section 2: Appointment of New Trustees. When the term of an existing Trustee will expire, and such Trustee is either ineligible for reappointment or elects not to be reappointed, a new Trustee shall be appointed in accordance with the procedure (see Appendix A) adopted by the Board, consistent with C.R.S. §24-90-108(2)(c).

Section 3: Vacancies. Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen.

Section 4: No Salary. Trustees shall not receive a salary or other compensation as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the High Plains District Library Fund. A Trustee of the High Plains Library District may not be employed by the High Plains Library District.

Section 5: Removal. A Trustee may be removed only by a majority vote of the appointing legislative body or bodies, but only upon a showing of good cause.

Section 6: Meetings

6.1 Time and Place; The Trustees shall hold one regular meeting each month. Special meetings may be called by the President or upon the request of any Trustee or the Executive Director. The time and place will be announced in advance, according to provisions of 6.2.

6.2 Notice; Open Meetings; Executive Sessions. Notice of all meetings of three (3) or more Trustees shall be given in the manner prescribed in C.R.S. §24-6-402(c). At a minimum, the Board shall cause notice of meetings to be posted in designated public places no less than twenty-four (24) hours prior to the meeting. All meetings shall be open to the public, except that at any regular or special meeting, the Board may proceed into executive session upon a majority vote of two-thirds (2/3) of the quorum present for the purpose of considering any matters permitted pursuant to C.R.S. §24-6-402(4).

6.3 Quorum; Conduct of Meetings; Four Trustees shall constitute a quorum. The act of a majority of Trustees present at a meeting at which a quorum is present shall be the act of the Board. All meetings shall be conducted under the rules of parliamentary procedure as outlined by Robert's Rules of Order. The Trustees may conduct official business face-to-face or via conferencing, at which all persons participating in the meeting can hear each other simultaneously. The agenda shall be established by the President of the Library District Board and the Executive Director of the District.

6.4 Public Participation. Members of the public who wish to have an item placed on the agenda may submit a written request not less than seven (7) days prior to a

regular meeting. At each regular or electronic meeting, the Board will also allow time on the agenda for members of the public to address it, in person, about any relevant matters. The Board may impose time limits on such presentations, and it shall not take action on any item raised during such public input. Meetings may be transmitted electronically; however, public input will not be accepted electronically at regular meetings. Electronic communications may be accepted at special meetings and will be read into the meeting minutes.

Section 7: Powers and Duties

The Board shall:

- 7.1 adopt such bylaws, rules and regulations for its own guidance and policies for the governance of the library as it deems expedient;
- 7.2 have custody of all property of the District, including rooms or buildings constructed, leased or set apart therefore;
- 7.3 employ an Executive Director, and upon such person's recommendation, employ such other employees as may be necessary.
- 7.4 Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill levy necessary to maintain and operate the library during the ensuing year;
- 7.5 accept such gifts of money or property for library purposes as it deems expedient;
- 7.6 hold and acquire land by gift, lease or purchase for library purposes;
- 7.7 lease, purchase or erect any appropriate building for library purposes and acquire such other property as may be needed therefore;
- 7.8 sell, assign, transfer or convey any property of the District, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any other property, pending sale thereof, under agreement of lease, with or without an option to purchase the same; provided, however, that prior to the conveyance of such property, the Board shall make a finding that the property may not be needed within the foreseeable future for library purposes, except that no such finding shall be necessary if the property is sold or conveyed to state agency or political subdivision of this state;
- 7.9 borrow funds for District purposes by means of a contractual short-term loan when monies are not currently available but will be in the future or other government-approved financing mechanisms, provided that such loans shall not exceed the amount of immediately anticipated revenues, and such loans shall liquidated within six (6) months
- 7.10 authorize the bonding of persons entrusted with District funds
- 7.11 conduct an annual audit of the financial statements of the District;
- 7.12 authorize the purchase of materials and equipment on the recommendations of the Executive Director;
- 7.13 hold title to property given to or for the use or benefit of the District;
- 7.14 do all other acts necessary for the orderly and efficient management and

control of the District;

7.15 have authority to enter into contracts;

7.16 at the close of each calendar year, make a report to the legislative body of the appropriate governmental unit or units showing the condition of its trust during the year, the sums of money expended, the purpose of the expenditures and such other statistics and information and such other statistics and information as the Board deems to be of public interest.

7.17 at the close of each calendar year make a report to the state library in the form of a response to a survey designed and administered by the state library.

7.18 make such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon concerning the use of District services by nonresidents of the District; and,

7.19 have all other powers and duties which may now or in the future be authorized by state law.

7.20 Board authority lies with the entire Board, not individuals who serve on the Board.

ARTICLE 2 Officers

Section 1: and Term of Officers

The officers of the Board shall consist of a President, a Vice-President, a Secretary/Treasurer, and such other officers as the Board deems necessary. All officers of the Board shall be nominated and voted upon at the December meeting. Officers shall serve for an unlimited number of one (1) year terms to begin at the first meeting in January of each year. A vacancy in any office, however occurring, may be filled by the Board for the unexpired portion of the term. (Amended September 21, 2009 by Decision 2009.09-4)

Section 2: Duties of Officers. The officers shall have the following duties:

2.1 President. The president shall, subject to the direction and supervision of the Board, preside at all meetings of the Board, sign any leases, deeds, mortgages, contracts or other instruments which the Board has authorized to be executed, and in general, perform all duties incident to the office of President and such duties as may be prescribed by the Board from time to time. The President may appoint such committees as the business of the Board may require from time to time, and members of such committees may, but need not be, Trustees. No committee shall have other than advisory powers to the Board, and a committee shall be dissolved upon the completion of its charge or the submission of a final report or by a vote of the Board at any time.

2.2 Vice-President. The Vice-President shall assist the President and shall

perform such duties as may be assigned from time to time by the President or the Board, and in the absence of the President, shall have the powers and perform the duties of the President.

2.3 Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of the minutes of the meetings of the Board, be custodian of the District records and the District seal, and see that the seal of the District is affixed to all documents, the execution of which are duly authorized. He/she shall be the custodian of District funds, all of which, regardless of their source, shall be deposited in an account or accounts authorized by the resolution of the board. All warrants or checks must carry the signature of the Executive Director or the Treasurer or one other Trustee designated by the Board. Administrative procedures will be followed that conform with proper accounting internal controls. , In general, the Secretary/Treasurer shall perform all duties incident to the office of Secretary/Treasurer and such other duties as, from time to time, may be assigned by the President or the Board. (Amended September 21, 2009 by Decision 2009.09-5)

Any officer may be removed by a vote of the Board whenever, in the Board's judgment, the best interests of the District will be served thereby.

ARTICLE 3

Library District Executive Director and Staff

The Board shall appoint a qualified Executive Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Executive Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of District property, for the adequate and proper of library materials in keeping with stated policy of the board, for the efficiency of library services within the District and for the financial operation within the limitation of the budgeted appropriation.

**ARTICLE 4
Corporate Seal**

The corporate seal of the District shall be in the form of a circle, shall have inscribed the words, "High Plains Library District" and the words "Seal" and "Colorado" on it.

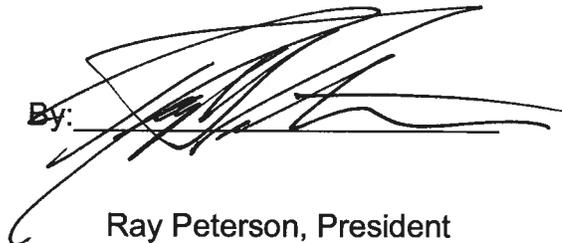
**ARTICLE 5
Fiscal Year**

The fiscal year of the District shall begin on the first (1st) day of January of each year and shall end on the thirty-first (31) day of December of each year.

**ARTICLE 6
Amendment**

These Bylaws may be amended by a majority of the entire Board of Trustees at any regular meeting or any special meeting called for the purpose provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen (15) days before final action is taken. These Bylaws were adopted at a regular meeting of the Board of Directors held on the 21st day of September, 2009.

HIGH PLAINS LIBRARY DISTRICT:

By: 
Ray Peterson, President

ATTEST:

By: 
Nomie Ketterling, Secretary

APPENDIX A

PROCEDURE FOR SELECTING NEW BOARD MEMBERS

1. In September preceding the completion date of a Board member's term, High Plains Library District shall place an advertisement for a new Board member in the Greeley Tribune, the newspaper of record, and the local newspaper(s) of the region to be represented.
2. The High Plains Library District shall set the Selection Committee meeting date and time— usually one hour prior to the October regular Board meeting day.
3. The High Plains Library District shall send letters requesting participation on the Selection Committee to the Town Board president in each participating jurisdiction (those that originally formed the Weld Library District): Town of Ault, Town of Eaton, Weld County School District RE-8 (Fort Lupton), City of Fort Lupton, Town of Hudson, City of Greeley, Board of County Commissioners. Each jurisdiction shall appoint one member to serve on the Selection Committee. In addition, the High Plains Library District shall appoint the Vice-President of the Board and one other Board member to serve on the Selection Committee. The Vice-President serves as chair of the Selection Committee. Both members are voting members.
4. The Selection Committee shall meet in October, and shall select, from the applicants, a new Board member for each vacancy.
5. The High Plains Library District shall send a letter requesting ratification of the nominated member to each participating jurisdiction. All nominations must be ratified by a two-thirds majority of the seven (7) legislative bodies. Any governmental unit which does not respond to the request to ratify within sixty (60) days is deemed to have assented to the appointment of the nominee.
6. The Board member begins his/her term on the day of the first regular Board meeting in January.