

**BY-LAWS**  
**Ignacio Community Library District**

**I. Name**

The public library in the town of Ignacio, serving the district created in 1987, covering the same area as the Ignacio School District in LaPlata County, shall be known as the Ignacio Community Library District.

**II. Mission and Goal Statements**

The Ignacio Community Library District serves all segments of the district by providing equal access to information and resources for education, enrichment and enjoyment.

The general goals of the Ignacio Community Library shall be:

1. To serve all residents of the community and surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, and d) enjoy leisure means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program of services that locates information, guides reading, stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Ignacio Community Library and, if necessary, revise them in the light of new developments.
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**III. Membership**

Appointees to the library board of trustees shall be chosen from the residents within the library service area, and shall consist five trustees.

The trustees of the Ignacio Community Library shall be appointed by the LaPlata County Commissioners for five-year terms. Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which trustees are regularly chosen.

**IV. Officers - Powers and Duties of board of trustees**

A library trustee may be removed only by a majority vote of the appointing legislative body or bodies, but only upon showing of good cause as defined in, but not limited to, the bylaws adopted by the board.

1. Members may be dismissed for missing 3 consecutive regularly scheduled meetings without prior notice.
2. Members may be dismissed for just cause. "Cause" shall mean any of the following that result in an adverse effect on the Library: 1) Gross negligence or gross neglect; 2) the willful violation of any law, rule or regulation (other than a traffic violation or similar offense); 3) an intentional failure to perform stated duties; or 4) a breach of fiduciary duty involving personal profit.

Officers of the Board shall be a Chairperson, a Secretary, and a Treasurer. The officers will be elected at the February meeting for a term of one year.

The Library Board of Trustees shall:

1. Adopt such bylaws, rules, and regulations for it's own guidance and for the government of the library, as it deems expedient. The bylaws shall include, but not be limited to, provisions for the definition of good cause to be applied in the removal of a trustee pursuant to section 24-90-108(5); designation of those

- officers to be appointed or elected and the manner of such appointment or election; rules and regulations for conducting meetings; rules for public participation in meetings; and procedures for amending the bylaws. The bylaws of a library district shall further provide for the length and number of terms of board members. A copy of the bylaws shall be filed with the legislative body of each participating governmental unit.
2. Have supervision, care, and custody of all library property, including rooms or buildings constructed, leased, or set apart therefore.
  3. Employ a librarian and, upon the librarian's recommendation, employ other employees as may be necessary, prescribe their duties, and fix their compensation.
  4. In library districts, adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, C.R.S. (the budget law), and have exclusive control and spending authority over the disbursement of library funds as set forth in section 24-90-112(2)(a);
    - a. The director shall prepare a preliminary budget for the board for the regular October meeting at which time the board will review and revise the proposed budget if needed..
    - b. A public budget hearing will be advertised and held at the December Board of Trustee's meeting.
    - c. The finalized budget will be adopted in December. The Certification of Tax levies and a copy of the budget will be filed with the LaPlata County Commissioners before December 15<sup>th</sup>. The Budget Message, Letter of Budget Transmittal, Resolution to Adopt the Budget, Resolutions to Appropriate Sums of Money, Resolution to Set Mill Levies, Certification of Tax Levies and a copy of the budget will be sent to the Division of Local Government before January 30<sup>th</sup>.
  5. Accept such gifts of money or property for library purposes, as it deems expedient.
  6. Hold and acquire land by gift, lease, or purchase for library purposes;
    - a. Lease, purchase, or erect any appropriate building for library purposes and acquire such other property as may be needed therefore;
    - b. Sell, assign, transfer, or convey any property of the library, 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 such, pending the sale thereof, under an agreement of lease, with or without and option to purchase the same. The board, prior to the conveyance of such property, shall make finding that the property may not be needed in the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.
  7. Borrow funds for library purposes by means of a contractual short-term loan when moneys are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
  8. Submit financial records for audit as required by the legislative body of the appropriate governmental unit.
    - a. The director shall prepare the accounting records for the auditor as soon as possible after January 1
    - b. The auditor will report to the Board of Trustees during the February meeting.
    - c. The audit will be filed with the State Auditors Office (2 copies) before March 31 if the budget is less than \$500,00.
  9. Authorize the purchase of library materials and equipment on the recommendation of the director.

10. Hold title to property given to or for the use or benefit of the library, to be used according to the terms of the gift.
11. Do all other acts necessary for the orderly efficient management and control of the library.
12. Have the authority to enter into contracts.
13. The board of trustees of a public library or governmental board of any other publicly-supported library, under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon may allow nonresidents of the governmental unit which the library serves to use such library's materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily.
14. The board of trustees has the right to request of LaPlata County Commissioners that an election be held to alter the maximum tax levied to support the public library district; pursuant to section 24-90-112.
15. The Ignacio Community Library District encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

#### V. Meetings

There shall be Organizational Meeting held each February for the purpose of the election of officers and any other business as may be deemed necessary by the board of trustees.

Regular board meetings shall be held every other month on the second Wednesday of the month beginning with February.

Special meetings shall be held at the call of the Chairperson, or on the written request of two members of the board. To call a special meeting, the director must give three working days notice to all board members in writing or electronically. If the special meeting is of an emergency nature, 24 hours notice, either orally or electronically, must be given.

A quorum necessary for the conduct of business shall be three trustees with *Robert's Rules of Order* serving as the governing structure for the board except as provided by these by-laws.

The director, in collaboration with the Chairperson of the board, shall prepare an agenda for each meeting. The Director shall also take minutes at each meeting and present them to the board members at least five days before the next meeting. The order of business for each regular meeting shall be:

*Roll Call*  
*Call to order*  
*Approval of Minutes*  
*Old Business*  
*New Business*  
*Director's Report*  
*Open Discussion*  
*Adjournment*

#### VI. Record Keeping

##### 1.) Maintenance of District Records

The *Library District* shall keep at its principal office which shall be open to inspection by the public at all reasonable times during Library hours:

- (a) Minutes of all meetings of Directors, and/or committees-indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its

properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;

(c) A record of its trustees, if any, indicating their names and addresses and, if applicable, the class of membership held by each trustee and the termination date of any membership;

(d) A copy of the District's Bylaws as amended to date, which shall be open to inspection by the public at all reasonable times during office hours.

**2.) Annual Report**

The board shall cause an annual report to be furnished not later than March 31 to all Directors. The report shall contain the following information in appropriate detail:

(a) The assets and liabilities of the District as of the end of the fiscal year;

(b) The principal changes in assets and liabilities, during the fiscal year;

(c) The revenue or receipts of the District, both unrestricted and restricted to particular purposes, for the fiscal year;

(d) The expenses or disbursements of the District, for both general and restricted purposes, during the fiscal year;

(e) Any information required by law.

**VII. Limits on Liability of Directors, Officers, Agents and Employees**

The liability of the directors, officers, agents and employees of the District for the debts, liabilities or other obligations of the District arising out of the performance of their duties and within the scope of their duties shall be limited to the greatest extent under the provisions of the Colorado Government Immunity Act, C.R.S. 24-10-101, et seq.

**VIII. Indemnification by District of Directors, Officers, Employees and Other Agents**

The District shall provide the broadest and most comprehensive indemnity for its directors, officers, agents, and employees against any costs, damages, attorney's fees, court costs, judgments or settlements or other liability for claims asserted against them arising out of the performance of their duties under the terms provided in the Colorado Governmental Immunity Act.

**IX. Insurance for Corporate Agents**

The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the District (including a Director, officer, employee against any liability other than for violating provisions of the law.

**X. Amendments to by-laws and policies**

Proposed changes or additions submitted by a trustee are to be presented at a regular board meeting. Changes or additions are to be voted upon at the next regular board meeting. Majority vote for approval by full board membership is needed to amend by-laws and policies.

*To keep the by-laws and policies current, the board will examine and review annually.*