



Ignacio Community Library District

Board of Trustees Bylaws

I. Name

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

II. History

In 1987, a group of residents saw the need for a community library for the small town of Ignacio and the surrounding rural area that it serves. They created the *Friends of the Ignacio Library*, and in 1990, the group received a "Yes" vote to establish a Special Taxation District to fund a small library. In 2005, the voters approved a 1/2 mill levy increase to finance a \$2 million bond issue to fund a new, larger building which was opened in 2007.

III. Mission and Goal Statements

The Ignacio Community Library is a center that brings people and ideas together for learning and personal growth.

The goals of the Library are:

- To serve all residents of the library district service area.
- To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services that will meet their needs.
- To encourage early literacy and lifelong learning for patrons.
- To strive consistently to discover new methods and improvements for better service for the library's patrons.
- To regularly review these goals of the Ignacio Community Library, and, if necessary, to revise them.

IV. Board of Trustees

The Board of Trustees of the Ignacio Community Library is responsible for the governance and oversight of library services to meet the needs of the library service district. The Board shall consist of not less than 5 nor more than 7 Trustees.

The Trustees of the Ignacio Community Library shall be chosen from the residents within the library service area and be appointed by the La Plata County Commissioners for three-year terms. Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner trustees are regularly chosen.



Ignacio Community Library District

Board of Trustees Bylaws

A library trustee may be removed only upon the majority vote of the Board of Trustees and by a majority vote of the appointing La Plata County Commissioners, but only upon showing cause as defined in, but not limited to, these bylaws.

“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, 4) a breach of fiduciary duty involving personal profit, or 5) missing three regularly scheduled meetings within any 12-month period, without prior notice.

Any Member of the Board of Trustees may withdraw from membership by a notice in writing to the Chairperson or Secretary. The resignation shall become effective upon the date specified therein or if no date is specified, upon receipt thereof. Acceptance shall not be necessary to render the resignation effective.

A Trustee shall not receive a salary or other compensation for services as a trustee, but necessary traveling expenses actually incurred may be paid from the public library fund.

Each new member of the Board shall receive from the Director a complete orientation including a tour of the Library, a Trustee Manual, including copies of the Bylaws, Colorado Library Law, Colorado Public Library standards, pertinent Board minutes and a briefing on issues and problems presently before the Board.

V. Conflict of Interest

Any conflict of interest on the part of any Trustee shall be disclosed to the Board when the interest becomes a matter of Board action. Any Trustee having a conflict of interest shall not vote or use his personal influence on the matter and shall not be counted in determining the quorum for the meeting for that vote. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. Any new Trustee will be advised of this policy upon assuming the duties of office.



Ignacio Community Library District

Board of Trustees Bylaws

VI. Officers

Officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The officers will be elected at the February meeting by a majority vote of

the quorum of the Trustees present. Each term of office shall be for a period of one year, or until a successor has been elected. If a vacancy occurs in an officer position, an election is held among the remaining Trustees to fill the vacancy.

VII. Duties of the Officers

- **Chairperson:** The chairperson shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as ex officio member of all committees, establish the Board meeting agendas, and perform such other duties as are normally associated with the office or may be assigned to him or her by the Board.
- **Vice Chairperson:** The Vice Chairperson shall, in the absence of the Chairperson, perform all the duties of that office and shall have such other duties and responsibilities as the board may determine.
- **Secretary:** The Secretary shall monitor the record keeping of all proceedings of the board: shall have charge of correspondence as delegated by the Chairperson of the Board of Trustees; shall monitor the notice given of all regular and special meetings with agenda in accordance with Colorado Open Meetings law. The Secretary and Chairperson shall sign such official papers as are necessary, including, but not limited to, contracts, grant applications, leases and resolutions. The Secretary shall monitor the official manual of Board approved bylaws and policies. The Secretary shall be responsible for distribution, collection and tabulation of forms used in the annual Library Director's evaluation and shall have such other duties and responsibilities as the Board may determine. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall serve as Chairperson.



Ignacio Community Library District

Board of Trustees Bylaws

- **Treasurer:** The Treasurer shall serve as the Board's financial officer, and Chair of the Finance committee. The Treasurer shall cause to be received and safely kept, all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library, or in such other investments as may be authorized by law and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts, disbursements and account balances. The Treasurer shall cause to have prepared all financial reports required to be submitted to the local, state or federal governments. The Treasurer shall perform any other duties as may be assigned by the Board. The Board of Trustees may require the Treasurer be bonded at the expense of the Library.

Board officer positions may be combined at the discretion of the board.

VIII. Board of Trustees Responsibilities

The Library Board of Trustees shall:

1. Adopt such bylaws, rules and regulations for its own guidance and for the government of the library, as it deems expedient.
2. Have custody of all library property, including rooms or buildings constructed, or leased.
3. Employ a Library Director, set their compensation and benefits, and if necessary, dismiss them from the Library's employment.
4. Upon the Director's recommendation, employ other employees as may be necessary, prescribe their duties, and establish their compensation and benefits.
5. Adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article I 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 and Library Board's Finance committee 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.



Ignacio Community Library District

Board of Trustees Bylaws

- b. A public budget hearing will be advertised and held at the November 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 La Plata County Commissioners before December 15th. 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 State of Colorado Division of Local Government before January 30th.
- 6. Accept such gifts of money or property for library purposes, as it deems expedient.
- 7. 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 in 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 an option to purchase the same. The Board, prior to the conveyance of such property, shall make a 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. Alternatively, the Board may, through a resolution, delegate this authority to the Library Director.
- 8. Borrow funds for library purposes by means of a contractual short-term loan when monies 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.
- 9. Submit financial records for audit as required by the La Plata County Commission and/or the State of Colorado appropriate governmental unit.
 - a. The Director and Treasurer 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 on or before the June meeting.



Ignacio Community Library District

Board of Trustees Bylaws

- c. The audit will be filed with the State Auditor's Office before June 30th.
- 10. Authorize the purchase of capital equipment on the recommendation of the Director.
- 11. 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.
- 12. Have the authority to enter contracts.
- 13. 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 Library District to use the Library's materials and equipment.
- 14. Make exchanges of books and other materials with any other library, either permanently or temporarily as is deemed appropriate.
- 15. Request of La Plata 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 of the CRS as determined appropriate by the Board.
- 16. Do all other acts necessary for the orderly, efficient management and control of the library.
- 17. 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.

IX. Meetings

Regular board meetings shall be held monthly February through December as determined necessary by the board. Board meeting notice and agenda will be posted 5 days prior to the meeting at the Ignacio Community Library and on the Library's website.

Special meetings shall be held at the call of the Chairperson, or at the written request of two members of the board. To call a special meeting, the director must give three business days' notice to all board members in writing or electronically.



Ignacio Community Library District

Board of Trustees Bylaws

If no response is received to electronic communication, the Director will follow up with a phone call. If the special meeting is of an emergency nature, 24 hours' notice, either orally or electronically, must be given.

The quorum necessary to conduct business shall be three trustees. Bob's Rules of Order will serve as the governing structure for the board except as provided by these bylaws.

The Library Director, in collaboration with the Chairperson of the Board, shall prepare an agenda for each meeting. The Director, in conjunction with the Secretary, shall also be responsible for ensuring that minutes are taken at each meeting and present them to the board members at least five days before the next meeting. The Chairperson may set time limits for public comments or questions.

It is the intent of the Library Board to conduct its business in open sessions in accordance with the Colorado Open Meetings Law whenever possible. However, executive sessions may be called in those circumstances where the Board is discussing: strategy with respect to litigation, implementation of security systems, purchase or encumbrance of property or other assets, interviews with prospective employees, and discussion of personnel matters as outlined in Section 24-6-402 (2016) of the Open Meetings Law.

JoAnn Sloan

Secretary, ICL Board of Trustees

Clark Craig

Chairperson, ICL Board of Trustees