

BY-LAWS

Kiowa County Public Library District

Adoption Date: October 7, 1991

Revised: August 26, 2002, Revised March 24, 2003, May 17, 2004

Article I: Name

This organization shall be called "The Board of Trustees of the Kiowa County Public Library District" existing by virtue of the provisions of chapter 24-90 of the Laws of the State of Colorado, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Trustees & Officers

Section 1. Trustees shall be appointed by the Kiowa County Commissioners.

Section 2. Effective January 1, 1992, Trustees will serve a term of three (3) years. The number of terms to be served by a Trustee shall not be limited. CRS 24-90-108 (3) (a), CRS 24-90-109.

Section 3. The Officers shall be a president, a vice president, and a secretary, elected from among the five appointed Trustees at the annual meeting of the Board.

Section 4. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 5. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 6. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 7. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 8. The Board shall not consist of a treasurer, as the library monies are handled by the Treasurer of Kiowa County. The librarian shall be the disbursing officer of the library, cosign all checks with the president of the Board, and generally perform

duties handling bills and disbursements. In the absence of the librarian, her duties shall be performed by the assistant librarian or such other persons as the Board may designate.

Article III: Meetings

Section 1. The regular meetings shall be held on the third Monday of every other month excluding December. (amend. 3/94) The board will abide by all requirements of Colorado law regarding open meetings and notification. [Colorado Open Meeting Law, Sections 24-6-101 et. seq. C.R.S.] (amend. 5/04)

Section 2. All members of the Board are expected to attend each meeting. If a director shall miss three consecutive meetings without just cause, he/she shall be expected to resign his/her position on the Board. "Just cause" shall be construed to mean without justifiable excuse in the eyes of the remaining Board members and the library staff.

Section 3. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the first regular meeting of the year.

Section 4. The agenda for business for regular meetings will be set to meet the needs of the serving board. (amend. 3/03)

Section 5. Special meetings may be called by the president at the request of any Board member or the librarian for the transaction of business as stated in the call for the meeting. (amend. 10/92)

Section 6. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

Section 7. Conduct of meeting: proceedings for all meetings shall be governed by Robert's Rules of Order.

Article IV: Library Director and Staff

The Board shall appoint a library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. (See Personnel Policy) In the case of part-time or temporary employees, Director shall have interim authority to appoint without prior approval of the Board, provided that any such appointment shall be reported to the Board at its next regular meeting. Any such temporary or interim appointments shall be discussed at the next regular meeting. (amend. 10/92)

The library director and all library employees shall accept training by either State Library or Regional Library staff members and shall cooperate in this training.

Article V: Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Article VI: General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which three of the members of the Board shall be present and two thirds of those present shall so approve.

Article VII: Censorship

See Collection Development Policy

Article VIII: Eligibility for Library Services

In order for a person to use services provided by Kiowa County Public Library, he/she must have resided within this county for six (6) months, or have been in good standing with Kiowa County Public Library as a temporary card holder. He/She must make application for and be granted a temporary or permanent card from this library. Those persons who are in compliance with the above provisions may use services of this library and may receive a permanent card for use during their residence within the county. See Overdue Policy

Article IX: Personnel

See Personnel Policy

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