

# **DISTRICT R2J PUBLIC LIBRARY DISTRICT #2**

## **D.B.A. NORWOOD PUBLIC LIBRARY**

### **LIBRARY BY-LAWS**

#### **Article 1 - Name**

This organization shall be called "The Board of Trustees of the Norwood Public Library, District R2J Public Library #2" existing by virtue of the provisions of Chapter 24 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 - The Board of Trustees**

The Board of Trustees shall be made up of five (5) members. At the end of a term of any trustee, each new member will be appointed by the San Miguel County Commissioners from recommendations made by the Board of Trustees of the District R2J Public Library #2. The Commissioners are not limited to the list of recommendations from the Board of Trustees, however, the recommendations have historically been accepted on the basis that the Board is non-political and seeks those who have actively shown an interest in the library and its programs.

**Section 1.** There shall be set rules of conduct of the trustees as follows:

- (a) A trustee will forfeit their position of trustee if they are absent from more than three (3) meetings in a calendar year; fail to represent the library in a professional manner; are found to have a conflict of interest as stated in Article VII of this section. The forfeiture of a position on the Board of Trustees is subject to a review by the Board in executive session.
- (b) Trustees will notify the Board President in advance of their absence of a board meeting due to unforeseen circumstances. The trustees and public may then be notified of postponement or cancellation of meeting.
- (c) Board members will limit their business with the Library Director to the library's official hours of operation and/or set aside a time of mutual agreement for any discussions.
- (d) The Board of Trustees may borrow funds for library construction purposes by means of a contractual loan when moneys are not currently available. The objects and purposes for which the indebtedness is proposed to be incurred shall be stated and voted upon at an official board meeting.

### **Article III - Officers**

**Section 1.** The officers shall be a president and a secretary, elected from among the appointed trustees at the annual meeting of the board.

**Section 2.** A nominating committee shall be appointed by the president one month prior to the annual meeting, who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

**Section 3.** 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 4.** 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 5.** In the event of the absence or disability of the president, or a vacancy in that office, the president will appoint a president pro-tem for the day, who shall assume and perform the duties and functions of the president.

**Section 6.** 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 generally associated with that office.

### **Article IV - Trustee Responsibilities**

The Board shall retain a qualified Library Director, who shall be the executive, administrative and disbursing officer of the District on behalf of the Board and under its review and direction.

The Director shall appoint and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of the library staff and for reporting this activity to the Board.

**Section 1.** The Board shall prescribe the Library Director's duties and compensation.

**Section 2.** The Board is responsible for the supervision, care and custody of properties owned or leased by the Library District.

**Section 3.** The Board shall adopt such by-laws, rules, policies and regulations for its own guidance and for the government of the District as it deems necessary.

**Section 4.** The Board shall adopt a budget and make appropriations for the ensuing fiscal year as set forth in Part 1, Article 1 of Title 29, Colorado Revised Statutes and have

exclusive control and spending authority over the disbursement of District funds as set forth in CRS 24-900112(2)(a). The Board shall monitor the status of the budget as funds are expended and conduct a yearly audit.

**Section 5.** The Board and the District Director will, at the close of each calendar year, prepare and make a report to the County Commissioners showing the condition of its trust during the year, the sums of money expended, the purposes of such expenditures and any other such statistics and information which the Board deems to be of public interest.

**Section 6.** A Trustee shall avoid situations that could bring about a conflict of interest. A conflict of interest is defined as a situation in which a Trustee, Library Director or staff member has a close personal and/or business relationship, and/or financial interest in a matter which is the subject of an official action of the Board.

- (a) Should a conflict of interest arise during the course of the business of the Board, that person shall abstain from participation in discussion or voting on that matter.
- (b) If, in the determination of a quorum of the Board, a member has a conflict of interest that cannot be resolved, the Board shall recommend removing that Trustee from the Board, and shall notify the County Commissioners, in writing, of said action.

**Section 7.** Except as otherwise directed by a majority of the Board members, official statements of the Board shall be limited to the president of the Board and the Library Director, subject to prior approval by the Board.

**Section 8.** The Board may accept such gifts of money or property for District purposes as it deems appropriate. The Board may also decline gifts or donations which do not meet the needs of the library District.

**Section 9.** The Board may acquire and hold land by gift, lease or purchase for District purposes and may lease, purchase or construct any appropriate buildings for Library purposes and acquire such other property as may be needed therefore.

**Section 10.** The Board may sell, assign, transfer or convey any property of the District, whether real or personal, which may not be needed in the foreseeable future for any purpose authorized by law. The Board, prior to the conveyance of such property, shall make a finding that the property shall not be needed in the foreseeable future for District purposes.

**Section 11.** The Board shall promote and support an active, strong library advocacy program in the community.

**Section 12.** The Board shall comply with the duties set forth in the Colorado Library Law.

**Section 13.** The District Board of Trustees is the governing board for the Library District; Foundations and Friends of the Library groups are supportive citizen organizations which serve District interests. The roles of the trustees, the District Director and Foundations and Friends groups represent citizen participation within the District in the support of District efforts and goals.

**Section 14.** The Board of Trustees shall have sole discretion in determining the allocation of any bonuses to the Library Director or staff employed by the District Library.

## **Article V - Meetings**

**Section 1.** The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

**Section 2.** 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 regular meeting in October of each year.

**Section 3.** The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Roll call of members
- (b) Disposition of minutes of previous regular meeting and any intervening special meetings
- (c) Director's financial report of the library
- (d) Action on bills
- (e) Progress and service report of Director
- (f) Committee reports
- (g) Communications
- (h) Unfinished business
- (i) New business
- (j) Public presentation to, or discussion with, the Board
- (k) Adjournment

**Section 4.** Special meetings may be called by the secretary at the direction of the president, or at the request of three members of the Board, for the transaction of business as stated in the call for the meeting.

**Section 5.** A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

**Section 6.** Conduct of meetings: proceedings of all meetings shall be governed by

Robert's Rules of Order.

**Section 7.** Only members who have attended a meeting shall approve the minutes for that meeting.

## **Article VI - Library Director and Staff**

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.

The 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 library property, for an adequate and proper selection of books in keeping with stated policy of the Board, and for the efficiency of library service to the public.

The Director shall have interim authority to appoint or terminate an employee per Personnel Policies without prior approval of the Board, provided that any such appointment or termination shall be reported the Board at its next regular meeting.

By-laws, Date approved: 12/10/12

Approved by: District R2J Public Library #2 Board of Trustees

Date amended/ modified: 1/14/13