

District R2J Public  
Library #2  
AKA Norwood Public  
Library

**#2 NORWOOD PUBLIC LIBRARY  
SAN MIGUEL COUNTY PUBLIC LIBRARY DISTRICT**

**LIBRARY BY-LAWS**

**Article I -- Name**

This organization shall be called "The Board of Trustees of the Norwood Public Library, District R2J" 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 for a five-year term. The members will be appointed by the San Miguel County Commissioners and the R2J School Board from recommendations made by the Board of Trustees of the San Miguel County Library District #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 these who have actively shown an interest in the library and its programs.

Section 1. There shall be set rules of conduct for 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 or found to have a conflict of interest as stated in Article VIII of this section. The above 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 short-term loan when moneys are not currently available. Said loan shall not exceed the amount of immediately anticipated revenues, and said loan shall be liquidated within six (6) months. 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 are generally associated with that office.

#### **Article IV -- 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. Time and date of regular meetings shall be posted in the Post Office at least 24 hours prior to the 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, 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 V -- 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, for the efficiency of library service to the public and appropriate. *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 to the board at its next regular meeting.*

**Article VI -- 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 completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

**Article VII -- 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 bylaws 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 members at least ten 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 bylaws 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 (3) of the members of the board shall be present and all three of those present shall so approve.

Section 4. The bylaws should be updated every three years to assure applicability.

**Article VIII: Conflict of Interest**

Conflict of interest means a situation in which a board member or someone the board member has a close personal or business relationship with, has a personal or financial interest in a matter which is the subject of an official action of the board. A board member shall be deemed to have a conflict of interest if the action would adversely affect or benefit said persons in a manner substantially different from the public generally.

Library By-Laws

Date revised and adopted

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