AMENDED AND RESTATED BYLAWS

of the

BOARD OF TRUSTEES OF THE MEEKER REGIONAL LIBRARY DISTRICT

ADOPTED: JUNE 25, 2025

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BYLAWS

ARTICLE I. NAME, LEGAL CREATION

This organization shall be known as the MEEKER REGIONAL LIBRARY DISTRICT (the "Library"), organized under and by virtue of the Colorado Library Law, Sections 24-90-101 *et seq*., C.R.S., and established by the Board of County Commissioners of the County of Rio Blanco ("Commissioners" when referring to the legislative body and "County" when referring to the government agency) and the Board of Trustees of the Town of Meeker ("Town Trustees" when referring to the legislative body and "Town" when referring to the government agency), as of the adoption of the "*Joint Resolution of the Board of Trustees of the Town of Meeker, Colorado and the Board of County Commissioners of Rio Blanco, Colorado, Establishing the Meeker Regional Library District for Eastern Rio Blanco County*", effective April 4, 1977 attached hereto as **Exhibit A** and incorporated herein by this reference (the "Establishing Resolution"). The Library is established as, and is, a public library district and a political subdivision of the State of Colorado with its own governing Legislative Body (the "Board of Trustees") and with all the rights and powers of an independent taxing authority, as defined in the Colorado Library Law.

In the event of any conflict, inconsistency, ambiguity, or discrepancy between these Bylaws and the Colorado Library Law or the Establishing Resolution, it is the Library's intent for the Colorado Library Law and the Establishing Resolution to control, including but not limited to Paragraph 3 as set forth therein.

ARTICLE II. BOARD OF TRUSTEES (the "Board")

Section 1. Trustees—Governance and Appointment. The governance and control of the Library shall be vested in a board of five (5) trustees (individually a "Trustee" and collectively, "Trustees") to act as the Legislative Body of the Library. Trustees shall have those duties, responsibilities and powers authorized, without limitation, by the Colorado Library Law, Section 24-90-109, C.R.S., and such additional authority as may be granted by applicable law, these Bylaws, and duly adopted Board policies.

All Trustees shall at all times reside within the boundaries of the District. To be eligible for appointment to the Board, an applicant must:

a. have resided within the boundaries of the District for at least twelve (12) consecutive months prior to application;
b. hold a current Meeker Public Library card;
c. be at least eighteen (18) years of age;
d. be an eligible elector of the District, as defined under Colorado law; and
e. submit a completed application by the published deadline.

Notwithstanding a Trustee's appointing authority, affiliation, or constituency group, each Trustee is a fiduciary of the Library and shall act in the best interests of the Library as a whole.

The District shall administer the Trustee application and appointment process in accordance with these Bylaws. The District shall maintain records of Trustee appointments and terms of office and shall maintain a staggered five-year rotation schedule so that, to the extent practicable, one Trustee position expires each year. The District shall also maintain a schedule identifying the appointing authority for each Trustee position.

Open Trustee positions shall be publicly advertised no later than November 1 of each year through publication in *The Herald Times*, posting on the District's website, and posting in a conspicuous location at the Library. Applicants shall be provided with the District's application form, these Bylaws, applicable statutory requirements under the Colorado Library Law, and a summary of Trustee responsibilities and expectations, including anticipated time commitments, attendance obligations, diligence expectations, and responsiveness standards.

Completed applications must be returned to the Library by the deadline established in the notice published in *The Herald Times*.

The Library Director, or the Library Director's designee, shall contact all applicants upon receipt of an application and shall review each application to determine whether the applicant satisfies the qualifications required by the Colorado Library Law and these Bylaws. If an application appears incomplete or an applicant's qualifications are unclear, the Library Director shall make reasonable efforts to verify eligibility, including attempting to contact the applicant at least three (3) times to obtain additional information necessary to determine qualification status.

No later than November 21 of each year, the Library Director shall provide the applicable appointing authority with the names and application materials of all applicants determined to be qualified and eligible for appointment. Applicants determined to be ineligible shall be notified by the Library Director of such determination and the basis for the determination. The appointing authority will also receive notice fo those deemed ineligible, including the reason for ineligibility.

It is the intent of the Library that all qualified applicants be afforded an interview opportunity with the applicable appointing authority. To promote fairness and consistency in the appointment process, the Library shall provide the appointing authorities with a suggested set of interview questions, and each qualified applicant should be asked substantially similar core questions, in addition to any other questions deemed appropriate by the appointing authority. Nothing herein shall limit the appointing authority's discretion in making Trustee appointments as authorized by law.

Trustee candidates shall be subject to a substantially similar application and interview process regardless of appointing authority. The applicable appointing authority or authorities shall utilize uniform interview procedures and questions to the extent practicable and shall evaluate applicants based on qualifications including, but not limited to, professional and personal

background, demonstrated interest in the Library, special skills or experience, and the applicant's ability to faithfully discharge the duties of a Trustee in accordance with the Colorado Library Law and these Bylaws.

Appointments shall be made by the applicable appointing authority at a duly noticed public meeting, which appointment should occur no later than the appointing authority's final regular public meeting in December, so the appointed Trustee may assume office in January of the succeeding year. Written confirmation of each appointment, including the Trustee's name, appointment date, and term length, shall be provided to the Library Director promptly following appointment.

Trustees shall be informed regarding Board matters and Library operations through preparation for meetings and regular attendance and participation in Board meetings, workshops, study sessions, orientations, and other informational meetings conducted for Board education and governance purposes.

A schedule reflecting the current Trustee terms of office, staggered rotation, and appointing authorities shall be attached to these Bylaws as an exhibit and updated at least annually to memorialize the current appointment structure and term rotation.

Trustees may be removed only by the appointing authority that appointed such Trustee, at a duly noticed public meeting and by written resolution. If a Trustee was jointly appointed by multiple appointing authorities, removal shall require joint action of those appointing authorities. Grounds for removal may include: (i) three (3) unexcused absences from Board meetings within any twelve-month period; (ii) violation of the Colorado Library Law, these Bylaws, or duly adopted Board policies; or (iii) loss of eligibility to serve as a Trustee.

In the event of a resignation, vacancy, or other inability of a Trustee to complete a term of office, the original appointing authority shall appoint a qualified replacement Trustee to serve the remainder of the unexpired term. If such vacancy occurs within six (6) months of the applicable Trustee's appointment by the appointing authority at the appointing authority's public meeting, the appointing authority may use the same applications, interviews, and evaluation process utilized for that Trustee's appointment in selecting a replacement Trustee.

Section 2. Terms (including Partial Terms), Term Limits and Reappointments. A Trustee shall serve a five-year term of office, commencing with the first board meeting following the January appointment and expiring upon the appointment and commencement of the term of the Trustee's successor. Trustees may serve two consecutive full or partial terms of three years or more (such as when appointed to fill a vacancy as further defined herein), before being term limited. A term-limited Trustee is not eligible for a new appointment until a full two-years has elapsed since the expiration of the prior term.

Section 3. Oath of Office; Fidelity/Faithful Performance Bond. The Library purchases a fidelity bond to insure the faithful performance of duties of the office of Treasurer. The Library may

choose to purchase a different form of bond, or insurance, for this purpose. The Library may also pay for a form of bond or insurance that covers all Trustees and/or Library employees.

Oath of Office. Each member of the Board, before assuming the responsibilities of his or her office, is asked to take and subscribe an oath of office in the form prescribed by law for special districts, pursuant to Sections 24-12-101, 24-12-103, C.R.S., and the Colorado Constitution. The oath must be administered by a person duly qualified official (any person designated by the Board, any officer of the Board, a Notary Public, Judge, Clerk of the Court, or Clerk and Recorder.)

Fidelity/Faithful Performance Bond. A corporate fidelity bond in an amount not less than $5,000 shall be purchased by the Library to ensure the faithful performance of duties of the Treasurer. In the alternative the Library may purchase a single blanket position schedule bond to cover the position of Treasurer and any other Trustee in an amount determined by the Board. If the Library purchases a policy of Crime Insurance applicable to employees and/or officers of the Library, no fidelity/faithful performance bond is required.

Section 4. Authority of the Board of Trustees. The Board is the governing authority and legislative body of the Library. Apart from each Trustee's normal function as part of the Board, or as directed by the Board, no individual Trustee may commit the Library to any policy, act or expenditure. The Board may delegate to officers, employees and agents of the Library any or all administrative powers. The Library Director shall act as the manager of the day-to-day operations of the Library and shall report directly to the Board of Trustees, which shall oversee the performance of the Library Director.

Section 5. Governing Laws. The Board shall comply with and be guided by applicable state laws and regulations, including but not limited to the Colorado Library Law, Colorado Budget Law, the Public Funds Investment Act, the Colorado Constitution, applicable federal laws and regulations, and the Constitution of the United States.

Section 6. Board as a Whole. Trustees should function as part of the whole Board. Issues should be brought to the attention of the Board as a whole and discussed following the requirements of the Open Meetings Act, rather than with individual members selectively. Individual Trustees should go through a Board vote to make directives to staff.

Section 7. Authorization. The Trustees may, from time to time, determine, for a specific purpose or event, to delegate spokesperson authority to a Trustee. In the absence of such express authorization, no Trustee shall make any public statement on behalf of the Library and must identify any statement as their personal opinion or expression on a matter of public concern, as opposed to an official position or statement.

Section 8. Compensation/Expense Reimbursement. Trustees shall not receive a salary or other compensation for their services as Trustees. Trustees shall be entitled to reimbursement for necessary and reasonable travel and associated expenses actually incurred while performing official Library business. Trustees will follow current procedures regarding reimbursements.

Section 9. Ethics. Trustees shall conduct themselves in accordance with these Bylaws and applicable Colorado laws, including the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S. (the "Code of Ethics"). Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the Library. Trustees shall disclose any and all known or potential conflicts of interest during the appointment process, using the form of Conflict of Interest Disclosure attached to these Bylaws as Attachment 1. If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required in order to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter. Specific areas of potential conflict, without limitation, are described in this Section, below.

- Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the Library in matters in which they have a direct or indirect financial interest.
- Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member (defined as husband, wife, domestic partner, parent, brother, sister, child, or grandchild, including step-relationships of each of the defined relationships) or an organization with which they are associated as a principal has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.
- Trustees shall not receive anything of value that could or should reasonably be expected to influence their vote or other official action.
- Trustees shall respect the confidential nature of Library business while adhering to the Colorado Open Records Act ("CORA"), Sections 24-72-200.1 *et seq.*, C.R.S. and all other applicable laws governing public business, such as the Colorado Open Meetings Act.

Section 10. Allegations. If a written allegation is received by a Trustee or Library Director alleging a violation by another Trustee or the Library Director of the Library Law, the Code of Ethics or these Bylaws, which, if true, could lead to a claim of liability, charge or lawsuit for damages, or loss of public confidence and/or trust in the Library or Board of Trustees as a whole, the Director or Trustees should use the below process to initiate investigation and resolution by the Board of Trustees.

a. The President, Secretary or Secretary/Treasurer of the Board should be provided a copy of any written allegation as soon as is possible.
b. If the allegation involves the President, Secretary and/or Secretary/Treasurer, an alternate Trustee may receive the allegation.
c. If the matter appears to involve a violation of law or seeks to initiate a form of legal claim, charge or dispute, legal counsel may be asked to review the matter and provide guidance to the Library.

d. The Board of Trustees should be advised of any allegation requiring investigation or alleging a potential claim, suit or dispute at the next available regular meeting or a special meeting called for this purpose.
e. Any allegation against the Library Director shall be treated as a personnel matter and may be subject to confidential discussion by the Board of Trustees. Allegations requiring legal guidance shall also be treated as confidential matters, subject to attorney-client privilege. A general allegation against a member of the Board of Trustees or a dispute between Trustees is not considered confidential under the Colorado Open Meetings Law and shall be subject to a process to be defined within an Agenda during a public meeting.
f. The Library Director and Board of Trustees may choose to investigate unsigned or 'anonymous' complaints in their discretion and subject to the ability to conduct a fair review of the matters anonymously alleged.
g. If the Board of Trustees determines an allegation merits removal proceedings for "good cause" the Board may refer such allegation to the appointing body for further consideration, taking into consideration the opinion of the Board of Trustees and these Bylaws.

Section 11. Removal. A Trustee may be removed only following a majority vote of the appointing legislative body, and only upon a showing of good cause as defined in, but not limited to, the Bylaws adopted by the Board. For purposes of these Bylaws and the Colorado Library Law, "Good cause" may include but not be limited to: a deliberate breach of the Bylaws or Policies adopted by the Board; unlawful conduct; causing significant harm to the Library, either materially (i.e., action or inaction which results in a legal claim, suit or challenge to the detriment of the Library) or to its reputation; failure to perform duties of a Trustee provided in these Bylaws or with respect to a Trustee's role as a fiduciary; or having three unexcused absences from regular or special meetings of the Board in a twelve month period. (The Board does, however, recognize extenuating circumstances and may waive or authorize an excused absence from the attendance requirement.) 'Good cause' is not shown when there is a personal disagreement with a Trustee unrelated to performance of the duties of the Trustee or for reasons related to the personal political, religious, or social views or opinions of the Trustee.

ARTICLE III. POWERS AND RESPONSIBILITIES

The Board shall have all those powers provided by the Colorado Library Law, as such may be revised from time to time. In addition, the Board shall have all those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board as granted by Colorado Library Law.

Legal responsibility for the overall governance of the Library is vested in the Board, except where such authority is vested in the Library Director (such as the development of the collections and other operating policies of the Library for the Board to adopt and enforce). Board responsibilities shall include all powers and duties authorized by the Colorado Library Law, without limitation, including:

- Adoption of such Bylaws, rules, and regulations for Board guidance as set forth in Section 24-90-109(1), C.R.S.
- Acquisition, custody, care, and sale, disposal or transfer of all Library real or necessary capital purchases to equip and maintain Library property.
- Financial oversight of the properties, revenues, expenses and investment of operating and reserve funds of the Library, timely adoption of annual budgets, and setting the mill levy (ad valorem property tax rate) for the collection of revenues therefor.
- Authorization of Library contracts, purchasing, borrowing, and bonding for the Library in accordance with policies adopted for expenditures.
- Employment and evaluation of the Library Director, who shall be the executive and administrative officer of the Library acting on behalf of the Board and shall perform the functions set forth in Section 24-90-109, C.R.S. including:
    - Preparing and suggesting policies described in the Library Law, and implementing the policies adopted by the Board;
    - Hiring individuals for employment in positions within the organizational chart, or recommending new positions to be added to the organizational chart for specific purposes;
    - Performing all acts necessary for the orderly and efficient management and control of the Library;
- Adoption of a policy for the purchase, retention, display, use and reconsideration of library materials and resources on the recommendation of the Library Director and in accordance with Section 24-90-122 of the Library Law.
- Annual audit approval and periodic investment monitoring.
- The power to determine the amount of the mill levy necessary to maintain and operate the Library during the ensuing year and/or initiate an election to increase the voter authorization of the mill levy to support the Library.
- Planning for current and future needs of the Library and the community it serves.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of the Board shall consist of a president, vice president, secretary, and treasurer, along with such other officers as the Board deems necessary. These officers shall perform the duties prescribed by these Bylaws. Nothing herein shall prevent the Board, at its discretion, to combine offices as long as the same individual does not hold both the office of president and secretary. The Board reserves the right to delegate duties to the Library Director.

Section 2. Election of Officers. The Board shall elect officers annually from among current membership of the Board at the first meeting following the confirmation of new annual appointments (typically the January meeting). Nominations and election of officers shall follow the process described in Robert's Rules of Order (i.e., all nominations shall be taken at once and then voted upon in succession).

Section 3. Terms of Office. Officers shall begin their terms of office at the next regular meeting immediately following the meeting at which they are elected to office, and they shall serve thereafter for a term of one (1) year until the next officers are elected. A Trustee may serve in any officer position for more than one year if re-elected.

Section 4. Officer Vacancies. A vacancy in any office, however occurring, may be filled by majority vote of the Board at the next regular or special meeting of the Board for the unexpired portion of the term.

Section 5. Removal. Any officer may be removed from office for a failure to discharge their duties, by a majority vote of the Board at a regular or special meeting whenever in the Board's judgment the best interest of the Library will thereby be served. The Trustee(s) seeking such action shall give written notice to the officer at least five (5) days prior to voting on such an issue.

ARTICLE V. DUTIES OF OFFICERS

Section 1. President. The President shall be the principal officer of the Board, subject to the direction and supervision of the Board as a whole. The President shall preside over and determine the manner of operation for all meetings of the Board. The President shall sign, either by manual, facsimile, or electronic signature, any leases, deeds, mortgages, contracts and other instruments which the Board has authorized to be executed; and in general, shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

Section 2. Vice-President. The Vice-President shall assist the President and shall perform such duties as may be assigned by the President or the Board. In the absence of the President, the Vice-President shall have the powers, and perform the duties, of the President.

Section 3. Secretary. The Secretary shall review and recommend approval of the minutes of the regular meetings of the Board; and perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned by the President or by the Board. A recording secretary, who is different than the Secretary of the Board, may be used to record and prepare the minutes.

Section 4. Treasurer. The Treasurer shall have ability to monitor the investments of the Library and, in conjunction with the Library Director, shall report on a periodic basis on the condition of the cash funds and investments available to the Library. The Treasurer shall support the Library Director as a member of the Budget and Audit committee as needed. The Library shall purchase or renew a position Bond in the minimum amount of $5,000 for the Treasurer.

ARTICLE VI. MEETINGS

Section 1. Meeting Participation. Under Colorado Open Meetings Law ("COML") Section 24-6-402(1)(b), C.R.S., meetings may be convened for the purpose of conducting public business in person, by telephone, electronically or by other means of communication, provided the public

may hear and the Trustees may be heard, or if through a written form of communication (i.e., a properly noticed email meeting), the public and the Trustees may each read the communications. Although most Board meetings are held with participating Trustees physically present, Trustees may attend meetings, establish quorum and vote via these alternative means in the case of either regular or special meetings of the Board. Notwithstanding the quorum requirements of the COML and these Bylaws, it shall be deemed to be a "meeting" requiring public notice whenever three or more Trustees meet via any means provided herein to discuss public Library business; however, any social gathering or incidental communications on non-substantive matters such as scheduling shall not be considered a "meeting" requiring public notice.

Section 2. Regular Meetings. Regular meetings of the Board shall be held monthly no less frequently than eight (8) times per calendar year when possible, and be held at the Library facilities for the purpose of transacting any business that may come before the Board and to disseminate information to the community at large regarding library operations.

Once a year, prior to the next calendar year's start, the date and location of each regular meeting for the upcoming year shall be determined and approved by the Board. All business of the Board shall be conducted only during such regular meetings or at special meetings hereinafter provided for, and all such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session for the specific authorized purposes of the COML.

Section 3. Special Meetings. Special meetings may be called by the President, the Library Director, or any three (3) Trustees by informing the President by electronic means and then the President will electronically confirm availability to coordinate the date, time and place of such meeting and the purpose for which it is called at least twenty-four (24) hours prior to said meeting. Minutes will be taken at all special meetings wherein Board actions are taken and will be part of the public record.

If due to unforeseen and urgent circumstances there is not sufficient time to call a special meeting because a matter is an emergency and requires immediate attention, the President or the President's designee may take a vote by electronic means or in person, with such vote to be ratified at the next regular or special meeting of the Board. If any emergency action taken is not ratified, then it is deemed rescinded.

Section 4. Public Participation in Meetings. The public is invited to all regular and special meetings of the Board and may speak, at the Board's discretion, during a portion of the agenda designated for public comment or by request to address a special agenda item. All public comments shall be subject to the following procedures:

- All persons requesting to speak should state their name for the record and if they reside within the District.
- Only one speaker will be acknowledged at a time. A speaker may only speak once per public comment period.

- The Board shall reserve approximately fifteen (15) minutes at the beginning of each meeting for public comment. The Board, in its sole discretion, may extend or reduce the time allocated for public comment based on the number of speakers, the complexity of issues presented, or time constraints of the meeting.
- Public comments shall generally be limited to items listed on the meeting agenda. However, the Board may, in its sole discretion, permit comments on non-agenda items if time allows. Public comments on matters that are the subject of a scheduled public hearing shall only be made during the public hearing portion of the meeting.
- Each speaker will have three (3) minutes to address the Board. The Board may, in their sole discretion, adjust the total amount of time dedicated to public comment or the amount of time each speaker has to address the board to accommodate for special circumstances.
- Speakers must direct their comments to the Board as a whole, not to individual Board members or the audience.
- For agenda items designated by the Board for public comment, each individual speaker shall be limited to two (2) minutes per item. The total time allocated for public comment on any specific agenda item shall not exceed six (6) minutes, unless otherwise extended by the Board in its sole discretion. The designation of which agenda items will be open for public comment is at the sole discretion of the Board.
- The Board also reserves the right, in its sole discretion, to adjust the timing of public comment, limit or expand the scope of topics permitted, and implement additional reasonable procedures to ensure orderly and efficient meetings.
- Speakers shall be courteous in their language, presentation and remarks. Speakers shall not make personal attacks, use profanity, or engage in other inappropriate or disruptive conduct.
- The portion of the meeting reserved for public comment is not intended to provide a dialogue between the speaker and the Board, Library staff, or other members of the public. The Board will listen to and take the remarks of the speaker under advisement. The Board may ask Library staff, if applicable, to respond to the speaker's remarks immediately or at a later time after further review. Any issues raised in public comment may be placed on a future agenda for discussion or action by the Board, as determined appropriate by the Board.
- Operational questions will be referred to the Library Director for additional follow up.

A speaker who fails to follow the foregoing procedures may be asked to leave the meeting.

Any individual who has been invited to speak and is listed on the agenda is not restricted by the above procedures, however, such individual shall follow Board direction as to any presentation requirements, including expected duration of discussion, and shall adhere to the requirements for public decorum and courtesy outlined herein.

Section 5. Notice. All meeting notices shall be publicly posted on the Library's website and bulletin board assigned for this purpose no later than twenty-four hours prior to any meeting in accordance with COML, Sections 24-6-401*, et seq*., C.R.S.

Section 6. Quorum. A majority of the total membership of the Board shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting, including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

Section 7. Voting. All Trustees present shall vote, including the Board President, by affirming they are in favor or opposed to any motion properly brought before the Board. Voting by proxy is not permitted. Properly noticed email polls of Trustees may be taken with results to be confirmed and recorded into the minutes at the next regular Board meeting.

Section 8. Minutes. Minutes shall be taken of regular meetings of the Board and special meetings where a vote is taken, and will typically be posted on the Library's website following Board approval. Additionally, staff or the Secretary in the Board's discretion will be entrusted to confidentially retain executive session recordings until the date of legal disposal.

***Section 9. Recording*/Electronic Attendance.** Meetings may be recorded electronically and if recorded, shall be retained as a public record. Any person attending a meeting via electronic means (i.e., Zoom, Teams, other electronic format) shall follow all public decorum rules established for meetings.

ARTICLE VII. PARLIAMENTARY AUTHORITY.

Section 1. Parliamentary Authority. The Board has adopted *Roberts Rules of Order* ("RROO" or "Roberts Rules") as the parliamentary authority to govern board meeting procedures.

Section 2. Parliamentary Determinations. The Board President shall be the presiding officer over the conduct of meetings and shall provide, in specific instances, such parliamentary rulings as are necessary for meeting order. When the Board President is part of the issue in any parliamentary decisions, the Board by a passing motion may appoint another Trustee to be the presiding officer over the business item at issue.

Section 3. Closing Discussion. Any Trustee may present a motion to close debate and vote immediately to bring discussion on a motion to a close. Should a motion to close debate pass by two-thirds vote, the presiding officer shall thereafter call the question on the pending motion.

Section 4. Point of Order. In order to enforce the RROO, any Trustee may raise a point of order. The presiding officer must make a ruling on the point of order or refer it to the Board for further discussion. It is the intent of the Board for Roberts Rules to serve as a guide to productive and efficient conduct of business; however, it should not be used as a formality or tool to stop debate on a matter when there is a technical defect in application of the rules.

ARTICLE VIII. COMMITTEES

Section 1. Purpose. The Board may establish such committees as deemed necessary to assist in its works. The motion to form such committee shall state the purpose, timeline, composition and authority of such committee, including committee members in a committee charter.

The purpose of committees is to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same. No Board committee will have more than two Trustees. This limit is intended to distinguish between the Board and committees thereof and ensures that the Board cannot and does not act through committees.

ARTICLE IX. LIBRARY DIRECTOR

Section 1. Employment. The Library Director shall be selected by the Board and shall be employed by written contract with the Library for which the Library Director shall serve as chief executive officer of the Library.

Section 2. Duties. The Library Director, under the supervision and direction of the Board, shall perform (or delegate to appropriate staff members) all duties incident to the position of Library Director and such other duties as may be prescribed by the Board, including but not limited to the following:

- Assist the Board in formulating basic programs and policies.
- Implement programs, policies, and professional practices as adopted by the Board.
- Maintain responsibility for fiscal matters of the Library within any expenditure limitations and authority given by the Board to the Library Director, except that the Board shall have exclusive control of its policies governing disbursement of the finances of the Library.
- Prepare the proposed annual budget for the Library for presentation to the Board.
- Prepare monthly reports of activities of the Library for presentation to the Board.
- Administer Library personnel, including employ, train, evaluate, compensate, motivate and discharge staff in compliance with all applicable laws and regulations, the Library Law, and any adopted personnel policies.
- Direct and coordinate the work of the Library employees.
- Approve all budgeted, normal and recurring operational expenditures, excepting those requiring specific Board approval.
- Prepare the agenda for each Board meeting according to Board directive.
- Maintain responsibility for public information, community relations, development, fundraising and special projects as assigned by the Board.
- Arrange for the care and maintenance of buildings, equipment and materials for the Library.
- Evaluate library services, technology and operations and assist the Board with short-term and long-range planning.

- Represent the Library, as appropriate, to all of its constituents and to professional and institutional organizations.
- Be responsible for any other reasonable duties, consistent with the foregoing, as may be prescribed by the Board.
- Conduct all Library business to the best of their ability and identify any real or potential conflicts of interest to the Board in a timely manner.

Section 3. Removal. The Library Director may be removed by the majority affirmative vote of the Board constituting a quorum, whenever, in its judgment, the best interest of the Library will be served thereby, and in compliance with the law and the Library Director's contract (if any) or process for evaluation established by the Board. To the extent the Library Director's contract conflicts with the Bylaws, the contractual terms shall govern.

ARTICLE X. LIBRARY POLICIES

The Board shall work with the Library Director to establish and adopt Library policies which shall ensure high quality, cost-effective and efficient publicly supported free Library services to Library residents in accordance with Colorado Library Law and other applicable laws and these Bylaws. These policies shall be available to the public.

ARTICLE XI. ANNUAL REPORT

At the close of each year the Board shall make a report to the County Commissioners of Rio Blanco County and the Board of Trustees of the Town of Meeker, in accordance with the Colorado Library Law, Section § 24-90-109 C.R.S. Such report will be provided to the State Library.

ARTICLE XII. SEAL

The seal of the Library shall be a circle with the words "MEEKER REGIONAL LIBRARY" contained therein, and that the Library Seal shall be affixed to all official and legal documents of the Library.

ARTICLE XIII. FISCAL YEAR

The Fiscal Year of the Library shall begin on the 1st of January of each year and end on the 31st of December of such year.

ARTICLE XIV. AMENDMENTS TO BYLAWS AND POLICIES

Notice of proposed Bylaws or Policy changes must be in written form and received by all Trustees at least five (5) days prior to their first reading as part of an Agenda item on the meeting Agenda.

Bylaws and Policies may be added, altered, amended or repealed on first reading at any regular or special meeting of the Trustees if all members of the Board are present and the vote is unanimous. If all members are not present or the vote is not unanimous, but the majority present votes in favor of the Bylaw or Policy amendment proposal, it will be presented at the next regular meeting of the Board, at which time it can be added, altered, amended or repealed by a simple majority of the Board present and voting.

Policies so adopted shall be attached to the Bylaws as an Addendum thereto.

These Bylaws shall at all times conform to the Colorado Library Law, as it may be revised and amended from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these Bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

Adopted and signed this ___ day of _____, 2025, following first reading on _____ and subsequent reading (if necessary) on _____.

BY: _____
John Moffitt, President

ATTEST: _____
Toby Leavitt, Secretary/Treasurer

EXHIBITS, ATTACHMENTS AND ADDENDA TO BYLAWS FOLLOW THIS EXECUTION PAGE

EXHIBIT A

Page 00394

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1977
ORGANIZATION

A JOINT RESOLUTION
OF
THE BOARD OF TRUSTEES OF THE TOWN OF
MEEKER, COLORADO

AND

THE BOARD OF COUNTY COMMISSIONERS OF
RIO BLANCO, COLORADO

ESTABLISHING THE MEEKER REGIONAL LIBRARY DISTRICT
FOR EASTERN RIO BLANCO COUNTY

WHEREAS, the Board of Trustees of the Town of Meeker, and the Board of County Commissioners of Rio Blanco County have determined that it is in the best interest of all the residents of the eastern half of Rio Blanco County that a Regional Library District be established for the support and maintenance of a Public Library for the eastern end of Rio Blanco County, and

WHEREAS, the present Library Board of the Town of Meeker, has requested the formation of a Regional Library District in order to provide adequate revenue for the operation of the library, and

WHEREAS, the present Library of the Town of Meeker, serves all the residents of eastern Rio Blanco County,

NOW, THEREFORE, be it jointly resolved by the Board of County Commissioners of Rio Blanco County and the Board of Trustees of the Town of Meeker as follows:

1. That, pursuant to C.R.S. 1973, Chapter 24, Art. 90, the "1947 Library Law", there is hereby established the Meeker Regional Library District.

2. That the legal boundaries of said district shall be as follows:

> Beginning at the point where the range line between Ranges 97 and 98 West of the 6th P.M. intersects the Moffat County-Rio Blanco County line, running thence South along said range line to the NE Corner of Section 12, T2N, R98W, thence West to the NW Corner of said Section 12, thence South along the section line to the NE Corner of Section 23, T2N,

R98W, thence West along the section line to the NW Corner of Section 19, T2N, R98W, thence South along the range line between Ranges 98 and 99 West to the Base Line, thence West along the Base Line to the NW Corner of Section 6, T1S, R98W, thence South along the range line between Ranges 98 and 99 West to the Rio Blanco County-Garfield County line, thence East along the county line approximately 27 miles to the SE Corner of Section 16, T4S, R94W, thence North along said county line to the NE Corner of Section 4, T3S, R94W, thence East along said county line to the range line between Ranges 92 and 93 West, thence North along the county line to the SW Corner of Section 31, T2S, R92W, thence East along said county line to the SE Corner of Section 36, T2S, R90W, thence North along said county line to the SW Corner of T1S, R89W, thence East along said county line to the SE Corner of T1S, R89W, thence North along said county line to the Base Line, thence East along the Base Line to the SE Corner of T1N, R89W, thence North along said county line to the SW Corner of T2N, R88W, thence East along said county line to the Routt County-Rio Blanco County line, thence North along said county line approximately 9 miles to the NE Corner of Rio Blanco County, thence Westerly along the North line of Rio Blanco County to the point of beginning, less and excepting therefrom Sections 1, 2, and 3 T2N, R87 W of the 6th P.M., Sections 4, 5, and 6, T2N, R86 W of the 6th P.M., Sections 2,8, 19, 20, 21, 29, 30, 31, 32, and 33, T3N, R86W of the 6th P.M. and Sections 22, 23, 24, 25, 26, 27, 34, 35, and 36 T3N, R87 W of the 6th P.M.

and shall include the Town of Meeker.

3. That the management and control of the Library District shall be vested in a board of 5 Trustees. Oliver Ingraham, a member of the Board of Trustees of the Town of Meeker, and Dale Frisby, a member of the Board of County Commissioners of Rio Blanco County, are hereby appointed as members of a committee to appoint the Board of Trustees of the Regional Library District in pursuant to the provisions of C.R.S. 1973, 24-90-111, and 24-90-114.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Regional Library shall have all the powers as set forth in the "1947 Library Law", and as that law may be amended.

BE IT FURTHER RESOLVED, that this resolution shall be adopted in duplicate and that each adopting board shall have

an original copy of said resolution.

PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Town of Meeker, this 4th day of April, 1977.

BOARD OF TRUSTEES OF THE TOWN OF MEEKER

By _____
Claude Shults, Mayor

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

ATTEST:

_____
Robert P. Young, Town Clerk

PASSED, ADOPTED, AND APPROVED by the Board of County Commissioners of Rio Blanco County this 28th day of March, 1977.

BOARD OF COUNTY COMMISSIONERS
OF RIO BLANCO COUNTY

By _____
Chairman

_____

_____

ATTEST:

_____
Sue W. Mantle, County Clerk and Recorder