

**Bylaws of the Ouray Library District, Inc.**

**P.O. Box 625**

**Ouray, Colorado 81427**

**970 325 4616**

## **IX. BOARD OF TRUSTEES**

The Ouray Public Library is overseen by the Board of Trustees under whose responsibility the institution operates. It is imperative the board members understand these responsibilities and challenges before assuming this position of trust and obligation. It is necessary that they be familiar with this charge and, in particular, the by-laws of the Ouray Library District. The Board of Trustees of the Ouray Public Library was created by the bylaws of the Ouray Library District.

### **A. By-laws: Ouray Library District**

The by-laws of the Ouray Library District Board of Trustees were adopted on November 18, 1986. They read as follows:

#### **Article I. Creation of the District**

This district was created pursuant to the provisions of Colorado Revised Statutes, 1973, Section 24-90-110 (1) (a), by resolution of the Board of County Commissioners of Ouray County, passed on the 6th day of October, 1981, and by resolution of the City Council of the City of Ouray, Colorado, passed on the 5th day of October, 1981. The district is known as the OURAY LIBRARY DISTRICT.

#### **Article II. Boundaries of the District**

The boundaries of the District are concurrent with the boundaries of the Ouray County School District R-1.

#### **Article III. Board of Trustees**

##### **Section 1. Appointment and Term**

The Board of Trustees shall consist of seven (7) members, all of whom must reside within the boundaries of the District. When a term expires, the new appointee shall serve for a term of three (3) years, it being the intention of this article that staggered terms be created and that two or three new

members of the Board of Trustees be appointed or reappointed each year. Outgoing members shall be eligible for reappointment but for no more than one (1) additional consecutive term. Terms of the members of the Board of Trustees shall expire on the last day of December. Newly appointed Board members shall take office at the January meeting.

## **Section II. Vacancies**

Vacancies on the Board of Trustees shall be filled for the remainder of the unexpired terms as soon as possible in the manner in which the members of the Board shall decide.

## **Section III. Recommendation for Appointment**

The Board of Trustees shall submit to the Board of County Commissioners the names of one or more persons recommended to fill expiring terms or vacancies. These recommendations shall be advisory and not binding on the Board of County Commissioners.

## **Section IV. Meetings**

The Board of Trustees shall hold a monthly meeting at the Library; time and date to be determined by the Board. Special meetings may be called by any trustee by informing all of the trustees of the date, time and place of such meeting and the purpose for which it is called at least three (3) days prior to such meeting.

## **Section V. Quorum**

Four-sevenths (4/7) of the total membership of the Board of Trustees shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting. The act of the majority of the trustees present at the regular or special meeting at which a quorum is present, shall be the act of the Board of Trustees.

## Section V. Powers and Responsibilities

The 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. has supervision, care and custody of all the property of the library, including rooms or buildings constructed, leased or set apart thereof,
3. employ a librarian, and upon the librarian's recommendation, employ such other employees as may be necessary, prescribe their duties and fix their compensation,
4. submit annually a budget, as required by law and certified to the legislative body of the governmental bodies the library serves, the sums necessary to operate and maintain the library during the ensuing year,
5. to have exclusive control of the disbursements of finances of the library,
6. accept such gifts of such money or property for library purposes as it deems expedient,
7. hold and acquire land by gift, lease or purchase for library purposes,
8. lease, purchase or erect any appropriate building for library purposes and acquire such other property as may needed therefor,
9. sell, assign, transfer or convey any property of the library whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any other property, pending 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 within the foreseeable future for library purposes, but no such finding may be necessary if the property is sold or conveyed to a state agency or political subdivision of the state.
10. 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 loans shall not exceed the amount of immediately anticipated revenues and such loans shall be liquidated within six (6) months.
11. authorize the bonding of persons entrusted with library funds,
12. submit financial records for audit as required by the legislative body of the appropriate governmental units,
13. authorize the purchase of library materials and equipment on the recommendation of the

librarian,

14. hold title of property given to or for the use or benefit of the library to be used according to the terms of the gift,

15. do all other things necessary for the orderly and efficient management and control of the library.

The Board of Trustees, under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon, may allow non-residents of the governmental units which the library serves to use such library materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily.

### **Section 7. Ex-Officio Officers**

The Board of Directors of the Friends of the Ouray Library may appoint a person to serve as an ex-officio member of the Board of Trustees of the District.

### **Section 8. Proceedings**

Robert's Rules of Order shall govern in the proceedings of the Board of Trustees.

### **Section 9. Board Member Attendance**

If a board member is absent from three (3) consecutive monthly meetings, the board may request his or her resignation.

## **Article IV. Officers**

### **Section 1. Designation of Officers**

The officers of the Board of Trustees shall consist of a president, a vice-president, a secretary and a treasurer and such other officers as the Board of Trustees deems necessary.

## **Section 2. Terms of Officers**

All officers of the Board of Trustees shall be elected by the board at its January meeting and shall serve for a term of one (1) year to begin upon election.

## **Section 3. Removal**

Any officer may be removed by the Board of Trustees whenever, in its judgement, the best interests of the District will be served thereby.

## **Section 4. Vacancies**

A vacancy in any office, however occurring, may be filled by the Board of Trustees for the unexpired term.

## **Section 5. President**

The president shall, subject to the direction and supervision of the Board of Trustees, be the principal executive officer of the District. The president shall preside at all meetings of the Board of Trustees, shall sign any leases, deeds, mortgages, contracts or other instruments which the Board of Trustees has authorized to be executed and, in general, shall perform all duties incident to the officer of the president and such other duties as may be prescribed by the Board of Trustees from time to time.

## **Section 6. Vice President**

The vice president shall assist the president and shall perform such duties as may be assigned to him by the president or the Board of Trustees. In the absence of the president, the vice president shall have the powers and perform the duties of the president.

## **Section 7. Secretary**

The secretary shall oversee the keeping of the minutes of the meeting of the Board of Trustees, be

custodian of the District records and the seal of the District, and see that the seal of the District is affixed to all documents, the execution of which, on behalf of the District, under its seal, is duly authorized in accordance with the provisions of these bylaws. In general, the secretary shall perform all duties incident to the office of secretary and such other duties as, from time to time, be assigned to him by the president or the Board of Trustees.

#### **Section 8. Treasurer**

The treasurer shall be the custodian of the library funds. All warrants or checks must carry the signature of two (2) of the following three people: the president, the treasurer, the librarian. All library funds, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Board of Trustees.

#### **Article V. Librarian**

The librarian shall be appointed and employed by the Board of Trustees. The librarian may be removed by the Board of Trustees whenever, in its judgment, the best interests of the District will be served thereby. The librarian, under the supervision and direction of the Board of Trustees, shall perform all duties incident to the position of librarian and such other duties as may be prescribed by the Board of Trustees.

#### **Article VI. Corporate Seal**

The corporate seal of the District shall be in the form of a circle, shall have inscribed the words "Ouray Library District," and shall contain the words, "Seal" and "Colorado" on it.

#### **Article VII. Fiscal Year of the District**

The fiscal year of the District shall begin on the first day of January of each year and end on the 31st day of December of each year.

**Article VIII. Library Policies**

The Board of Trustees shall determine the policies under which the library shall operate. These policies will be available in writing in the library.

**Article IX. Amendment**

These bylaws may be amended by a majority of the entire Board of Trustees at any regular meeting or special meeting called for that purpose provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen (15) days before final action is taken.

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**(a.) Resolution establishing the Ouray Library District**

On October 5, 1981, the City of Ouray, by a unanimous vote of the Ouray City Council, established the Ouray Library District. For those wishing to view the resolution in its entirety, it is on file in the library office.

- B. New Member Orientation** (To be addressed later)
- C. Financial Planning and Budget** ( " " " " )
- D. Schedule of Reports** ( " " " " )
- E. Code of Mice** ( " " " " )
- F. Community Relations; Publicity; Programs** ( " " " " )
- G. Planning; Review of Policies** ( " " " " )
- H. Use of Facilities** ( " " " " )
- I. Security** ( " " " " )
- J. Disaster Plan** ( " " " " )
- K. Record of Retention** ( " " " " )