

BYLAWS

Rangely Regional Library

Rangely, Colorado 81648

Article I: Name and Location

Section 1. The name of this organization is the Rangely Regional Library District (“Library”).

Section 2. The principal office of the Library shall be the Rangely Regional Library, located at 109 East Main Street, Rangely, Colorado.

Article II: Membership and Responsibilities

Section 1. The Library Board of Trustees (“Board”) is comprised of five (5) trustees appointed by the Board of County Commissioners of Rio Blanco County (“Appointing Authority”).

Section 2. The Board shall have those duties and responsibilities authorized by the Colorado Revised Statutes 24-90-109 and any future revisions.

Section 3. The first members of this Board shall be named to staggered terms, of one, two, three, four and five years. Thereafter, the term of office is five years with an unlimited number of terms of reappointment. Vacancies are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.

Section 4. A trustee can be removed only by a majority vote of the appointing authority and only upon a showing of good cause. Unexcused absenteeism of any trustee for three or more consecutive meetings will be considered “good cause” for removal.

Section 5. Trustees serve without compensation except that necessary traveling and subsistence expenses incurred may be paid from the public library fund.

Section 6. The Board shall retain a qualified librarian who shall administer policies adopted by the Board and shall report directly to the Board.

Article III: Officers and Duties

Section 1. The officers of the Board shall be President and Secretary/Treasurer.

Section 2. Officers are elected annually at the regular meeting of the Board in the month of January and shall take office immediately to serve for the calendar year. No trustee shall serve in one office longer than two consecutive terms; provided, however, that after a break in such service, the trustee may again serve in office.

Section 3. The President shall preside at all meetings of the Board, appoint members of committees and perform such other duties as assigned by the Board.

Section 4. The Library Director shall be responsible for the minutes of the Board and the financial reporting and maintenance of the Library's assets, and shall perform such other duties as are assigned by the Board.

Section 5. All trustees of the Library Board shall be authorized to sign warrants, of which two signatures will be required for withdrawal of funds from the Library account.

Article IV: Meetings

The regular meeting of the Board shall be held at 5:00 p.m. on the second Monday of the month at the Town Hall, Rangely, Colorado, until such time as the renovations at the Rangely Regional Library at 109 East Main Street, Rangely, Colorado are completed, and then the regular meetings shall be at the Rangely Regional Library. The Board will abide by all requirements of Colorado law regarding open meetings and notification, including completion of an annual notice of the regular meeting dates and times.

Special meetings may be held at any time and when called by the President or at the request of three (3) trustees. All trustees must be notified at least six hours in advance of a special meeting. Only items on the announced agenda may be considered at a special meeting.

A quorum of the Board consists of three (3) members. The librarian, who is advisory to the Board, shall not have a vote. The order of business for each regular meeting of the Board shall include the following, not necessarily in the order listed.

1. Call to order roll call
2. Minutes of the previous meeting for action
3. Correspondence to the Board
4. Recognition of visitors and public comment (limited to 3 minutes per person)
5. Financial report
6. Report of officers and committees and report of librarian to include statistical and program information
7. Unfinished business
8. New business
9. Adjournment

Article V: Committees

The Board functions as a committee of the whole without appointment of standing committees.

Article VI: Financial Reporting

The Board shall annually adopt a budget and make appropriations for the ensuing fiscal year and shall submit such budget to the appointing authority and certify the sums necessary to maintain and operate the library in the ensuing year.

At the close of each calendar year, the Board shall make a report to the appointing authority showing the condition of its trust during the year, the sums of money expended, the purposes of the expenditures, and such other information as the Board deems to be of public interest.

At the close of the calendar year the Board shall also report to the state library any information required by the state library.

Article VII: Amendments

Amendments to these bylaws or to any policy documents of the Board may be adopted by a majority vote of a quorum of trustees of the Board present at a regular meeting subsequent to notification of the proposed change.

Approved by a vote of _____ yeas and _____ nays, and

Revised this _____ day of _____, 2009.
