

San Miguel County Public Library District #1
Board of Trustees By-Laws (revised and adopted 7/10/07)

Article 1 Name

This organization shall be called “The Board of Trustees of the San Miguel County Public Library District #1,” existing by virtue of the provisions of the Library Law of the State of Colorado, Title 24, Article 90, and exercising the powers and authority and assuming the responsibilities delegated to it under the said law. The name of the building is the Wilkinson Public Library, named in honor of library founders Lawrence and Elizabeth Wilkinson.

Article 2 Terms of Board Members

The Board will consist of five members representing the area of the San Miguel Public Library District #1. Members will be appointed for a 5-year term by the San Miguel County Board of Commissioners from recommendations made by the Board of Trustees. Members who are appointed to fill an unexpired term will serve for the remainder of that term.

Section 1. Vacancies A vacancy will exist when a Board member’s term expires or a Board member submits his or her resignation to the Board. If a Board member would like to continue serving on the Board, he or she will submit a letter of intent to continue service to the Board. The Board may then recommend reappointment to the Board of County Commissioners.

If a Board member resigns or does not wish reappointment, the Library Director will publish a Notice of Vacancy in the local newspapers. Interested parties will submit a letter of intent to the Board. The Board will then make a recommendation for appointment to the Board of County Commissioners.

Section 2. Meeting Attendance Board Members are expected to make every effort to attend scheduled Board meetings and should notify the Board President when attendance is not possible.

If any Board member is absent without an acceptable reason, from either three consecutive regular or special meetings or is absent, without an acceptable reason, from more than 50% of the regular or special meetings in a 12 month period, that Board member will be removed from the Board. For an absence to be acceptable, the Board member must notify the President of the Board or his designee prior to the start of the regular or special meeting. Such approval shall be recorded in the minutes.

Section 3. Removal of Board Members A Board member may be removed only by the majority vote of the Board of Commissioners, but only upon a showing of good cause as defined in, but not limited to, the by-laws adopted by the Board. Reasons for removal might be but are not limited to chronic non-attendance at meetings without notice, a personal conflict of interest, or any actions which are not in the interest of the Library, the Library Board, or the staff.

Section 4. Officers The Officers shall be a President and a Vice-President. Officers shall be elected in January of each year. 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, and generally perform all duties associated with that office.

Trustees shall have the power to sign checks. Checks over \$500.00 require signatures of 2 trustees, or one trustee and one of these employees- Library Director, and 2 managers assigned by the Library Director. Checks \$500.00 or under do not require a Board member's signature, but may be signed by any 2 of the above listed employees.

Article 3 Meetings

Section 1. Meeting Dates and Time The Board of Trustees will meet monthly, at a time and place as determined by the Board. All meetings will be open to the public unless certain issues require executive session. Special meetings may be called as necessary by the Board President. A notice, including a specific agenda, will be posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. The regular meeting day and time may be changed by a vote of the Board members.

Section 2. Conduct of Meetings All meetings will follow Parliamentary Procedure and will be conducted by the Board President. If the Board President is not in attendance, the Vice-President will conduct the meeting. The agenda of the meeting will be mailed to Board members the week prior to the Board meeting. The agenda shall include a roll call, approval of minutes, new business, old business and Director's Report. Minutes shall be taken at each meeting.

Section 3. Quorum A quorum for transaction of business shall consist of at least three members present.

Article 4 Library Director and Staff

The Board shall appoint a Library Director who shall be the executive, administrative, and disbursing officer of the Library 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 staff, retains primary responsibility and oversight for Library District's indebtedness, for the care and maintenance of library property, for the adequate and proper selection of books and materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article 5 Committees

Section 1. Appointment of Committees 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. Report of Committees All committees shall make a progress report to the Library Board at each of its meetings.

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

Section 4. Notice Meetings of committees comprised of three or more members must be announced at least 24 hours in advance. Notice of the meeting together with an agenda shall be posted in the regular designated place.

Article 6 General

Section 1. Board Actions An affirmative vote of 3 members of the Board shall be necessary to approve any action of the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. Amendment of By-Laws The by-laws may be amended by vote of 3 members of the Board. Written notice of proposed amendments shall be mailed out to members of the Board at least 10 days prior to the meeting at which such action is proposed.

Section 3. Suspension of Rules Any rule or resolution of the Board, whether contained in these by-laws 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 the majority (3) of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 4. Adoption of Policies The Library Board may adopt policies governing such things as book selection, personnel, circulation records, gifts, services, public relations, library use, or any aspect of Library programs.

Section 5. Powers and Duties The complete powers and duties of the Board of Trustees are outlined in Section 24-90-109 of the Colorado Library Law.