

San Miguel County Public Library District #1 Bylaws

Article 1 Name

This organization shall be called “The San Miguel County Public Library District #1” (the “District”). The District and its Board of Trustees (the “Board”) exist by virtue of the Library Law of the State of Colorado, Title 24, Article 90. The Board exercises its powers and authority and assumes responsibilities delegated to it under Colorado Revised Statutes, Section 24-90-109. The library building shall be known as the Wilkinson Public Library, named in honor of library founders Lawrence and Elizabeth Wilkinson.

Article 2 Trustees

Section 1. Appointment. The Board will consist of five library trustees who must reside in the District boundaries.

- a. Trustees will be appointed to fulfill 5-year terms running through December 31.
- b. Appointment shall be conducted by ratification of a two-thirds majority of the San Miguel County Board of Commissioners of the recommendation made by the Board of Trustees.
- c. Trustees appointed to fill an unexpired term will serve for the remainder of that term.

Section 2. Vacancies. A vacancy will exist when a term expires or a Board member submits his or her resignation to the Board. Vacancies shall be filled for the remainder of the unexpired term as soon as possible.

- a. 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 without seeking additional applicants in its sole discretion.
- b. 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 recommend a candidate for ratification and appointment by the Board of County Commissioners.

Section 3. Salaries/compensation. A Trustee will not receive a salary or other compensation for service as a Trustee, but necessary travel and subsistence expenses actually incurred may be paid in accordance with the Library Board Policies and Procedures.

Section 4. Meeting Attendance. Trustees are expected to attend scheduled Board meetings and shall notify the Board President when attendance is not possible.

a. Good cause for removal exists if a Board member is absent without an acceptable reason, from three consecutive meetings or is absent, without an acceptable reason, from more than 50% of the regular or special meetings in a 12 month period.

b. For an absence to be acceptable, the Board member must notify the President of the Board or his/her designee prior to the start of the regular or special meeting.

c. Approval of the absence by majority vote or consensus of the Board shall be recorded in the minutes.

Section 5. Removal of Board Members. A Board member may be removed by the majority vote of the Board of County Commissioners upon a showing of “good cause” as defined in, but not limited to, these bylaws.

a. Removal shall be upon the recommendation or request of the Board of Trustees.

b. “Good cause” includes, but is not limited to:

i. Chronic unapproved meeting absences;

ii. Personal conflicts of interest;

iii. A Trustee’s inability to perform the duties of his/her office due to illness or otherwise;

iv. Conviction of a felony offense while in office;

v. Misappropriation of District funds or property;

vi. Violations of the Code of Ethics for Public Officials found in Section 24-18-101, *et seq.*, C.R.S.; and,

vii. The commission of acts that offend commonly accepted principles of honesty and decency.

Section 6. Officers. The Officers of the Board of Trustees shall be a President, Vice-President, and a Secretary. 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.

Section 7. Fiduciary Responsibility/Financial Policies. The Board of Trustees may adopt and amend financial policies from time to time. The authority to access funds and sign checks will be defined in the Financial Policy of the Library.

Article 3 Meetings

Section 1. Meeting Dates and Time. The Board of Trustees will meet monthly, at a time and place determined by the Board. All meetings will be open to the public unless an executive session is required and properly noticed. 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 District no less than twenty-four hours prior to any 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.

a. The Vice-President will conduct the meeting in the absence of the Board President.

b. 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.

c. In the event the agenda provides for public comment, the Board will adopt a public comment policy to provide fair and equal opportunity to all members of the public within limitations necessary for the Board to complete its business.

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 Library Director shall appoint and specify the duties of all other employees. The Library Director is responsible for the proper direction and supervision of the staff, oversight of Library District indebtedness, care and maintenance of library property, adequate and proper selection of books and materials, efficiency of library service to the public, and 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 for such specific purposes as the business of the Board may require.

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. Committees will have no powers to other than advisory powers, unless they are delegated authority to act, upon motion of the Board.

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 designated place.

Section 5. Dissolution. Committees shall be dissolved upon completion of their purposes and after a final report to the Board.

Article 6 General

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

Section 2. Amendment of Bylaws. The bylaws may be amended by majority vote of the Board. Written notice of proposed amendments shall be provided to all Trustees 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 Trustees shall be present and two-thirds of those present shall 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 powers and duties of the Board of Trustees are outlined in Section 24-90-109 of the Colorado Library Law.

Adopted by the Board of Trustees this _____ day of _____, 2015.

Secretary

Revised and adopted 7/10/07
Revised and adopted 07/2015