

WEST CUSTER COUNTY LIBRARY DISTRICT

BYLAWS OF THE BOARD OF TRUSTEES REVISED JUNE 2024

Article I. Name

1. The West Custer County Library District, serving the county of Custer and adjacent areas, was formed March 7, 1989 under Colorado Revised Statutes, by joint resolution of the Custer County School Board and the Custer County Board of Commissioners.
2. The name of the governing body for this organization is: Board of Trustees of the West Custer County Library District (hereinafter referred to as the Board), Westcliffe, Colorado.

Article II. Authority

1. The Board shall have those duties and responsibilities authorized by the Colorado Revised Statutes and any future revisions thereof.
2. Any member of the Board shall have the authority to speak for the Library after having appropriate discussion at a Board meeting.

Article III. Membership and Responsibilities

1. The Board is comprised of seven Trustees selected by the present Board and ratified by the Custer County Board of Commissioners.
2. The term of office is three years. Vacancies are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.
3. The Board, upon a showing of good cause and a majority vote, can remove a Trustee. This decision will take effect once ratified by the Custer County Board of Commissioners. The resulting vacancy will be filled in the manner provided for filling vacancies occurring in any other manner.
4. Trustees serve without compensation, except that necessary traveling and subsistence expenses incurred may be paid from the Library budget.
5. Trustees shall have the privilege of ordering books at the Library discount. Payment is due upon receipt of the book(s).

6. The Board shall retain a qualified Library Director or Co-Directors. The Director or Co-Directors shall administer policies adopted by the Board; hire staff within the constraints of the budget established by the Board; direct and supervise staff members; dismiss staff in accordance with the Disciplinary Action provisions of the Personnel Policy Manual; prepare required reports; recommend policies and procedures; and promote effective Library service.
7. The Board has legal responsibility for the Library and establishes Library policy. Among the Board's responsibilities are to select, approve, and retain or dismiss the Library Director or Co-Directors; to establish the compensation of the Director or Co-Directors; to perform annual evaluation of the Director or Co-Directors; to promote Library interests; to secure funds adequate for progressive, expanding Library services; and to control Library funds, property, and equipment.

Article IV. Officers and Duties

1. The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer. Each officer shall fulfill their standard duties as set out in Robert's Rules of Order. The Board may name such other officers as it deems necessary.
2. The President, Vice-President, Secretary, and Treasurer shall be elected at the first regular meeting in each calendar year, and shall remain in office until successors are elected.
3. The Secretary shall also provide minutes of the previous meeting to the Trustees prior to the beginning of each regular meeting.
4. The Vice-President shall also conduct a twice yearly review of staff paid time off.

Article V. Meetings

1. The regular meeting of the Board will be held on the second Friday of each month at the Library unless another date or nearby venue is agreed upon by the Board. The Board will abide by all requirements of the Colorado law regarding open meetings and notifications. Documents and communications related to Library business may also be subject to disclosure under the Colorado Open Records Act (CORA).
2. Executive Sessions must strictly comply with Colorado law.
3. The Annual Meeting will be the January meeting of each year. At this meeting the Board shall accept new Trustees when appropriate, elect new officers, and decide on the places for posting public notices.

4. Special meetings may be held at any time when called by the President or at the request of three members. All members must be notified in advance of a special meeting. If the meeting is called at the request of three members, the first order of business is to decide who chairs the meeting.
5. A quorum of the Board shall consist of four members. A member may participate in a meeting by speakerphone or video conference, and such participation shall count toward establishing a quorum.
6. The order of business for each regular meeting of the Board will include the following, not necessarily in the order listed:

- Call to Order
- Approval of Minutes
- Financial Reports
- Public Comment
- Reports of Special Committees
- Report of the Director or Co-Directors
- Old Business
- New Business
- Other Announcements and Matters from the Board
- Adjournment

Article VI. Committees

1. The Board may function as a committee of the whole without appointment of committees.
2. The Board may establish standing committees consisting of Board members and may include community representatives, which shall make regular reports. Membership on a standing committee will be by appointment of the President.
3. Ad hoc committees with similar representation may be authorized and appointed by the President for a limited purpose, and will serve only until completion of the assignment.

Article VII. Parliamentary Authority

Robert's Rules of Order, latest revision, will govern the proceedings of the Board and of its committees to the extent practicable.

Article VIII. Amendments

Amendments to these Bylaws may be adopted by a majority vote of members of the Board at a regular meeting subsequent to public notification of the proposed change.

Article IX. Code of Ethics for Library Trustees

1. Trustees must promote a high level of service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or institutions.
3. It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree. A Trustee must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
5. Library Trustees have the same right to self-expression enjoyed by members of the community at large when discussing matters of public concern. When posting content about Library-related subjects on social media, Trustees should keep in mind the following best practices:
 - Make it clear that the views expressed are yours alone and do not represent the views of the Library or other Trustees.
 - Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
 - Make no comments with negative, mocking, or condescending content or innuendo about Library-related activities or business; about patrons, staff, or other Trustees; about specific questions from patrons; about interactions with staff of the Library; or about patron behavior.
6. Trustees must be prepared to support to the fullest the efforts of Librarians in resisting censorship of Library materials by groups or individuals.
7. Trustees who accept appointment to a Library Board are expected to perform all the functions of Library Trustees.

Article X. Dissolution

The Library is a Special District under the laws of the State of Colorado, and dissolution of the Library shall adhere to Special District Law at C.R.S. 32-1-701 et seq.