

**WEST ROUNT LIBRARY DISTRICT
BOARD OF DIRECTORS
BY-LAWS**

ARTICLE I. MEMBERSHIP

1. The West Rount Library Board (hereafter referred to as the Board) shall consist of seven members appointed by the Rount County Commissioners, with the consent of the RE-1 School Board, and the Hayden Town Board.
2. A member, or members, shall be appointed annually according to the rotation pattern set forth in the resolution creating the West Rount Library District, January 1980, and, after appointment, shall serve a five year term.
3. Vacancies shall be filled for unexpired terms in the same manner in which members are regularly chosen.
4. Any member absent for more than four regular meetings in any twelve-month period may be recommended for removal.
5. A member of the Board (trustee) may be removed only by the appointing authorities.

ARTICLE II. MEETINGS

1. The regular meeting of the Board shall be held on the second Wednesday of each month at 7:00 P.M. at the library.
2. A temporary change in the meeting date may be made by a majority agreement of the members of the Board.
3. The regular meeting in January shall be the annual meeting, at which time the officers shall be elected, the standing committees named by the president, the annual reports read, the by-laws read and reviewed.
4. A quorum shall consist of four members.

ARTICLE III. POWERS AND DUTIES OF THE BOARD

1. The powers and duties of the Board shall conform with those set forth in the Colorado State Law for public libraries.
2. Board members (trustees) serve without compensation, except that necessary traveling and subsistence expenses incurred on library business may be paid from the library fund.
3. The Board shall retain a qualified librarian (hereafter referred to as the Library Director) who shall administer policies adopted by the Board; employ, direct, and supervise staff members; prepare required reports; recommend policies and procedures; and promote effective library service.
4. The Board shall annually perform a formal evaluation of the Library Director according to the form as adopted by the Board.

ARTICLE IV. OFFICERS

1. The officers of the Board shall be a president, a secretary, a treasurer. Two or more members shall be selected for the purpose of countersigning the checks.
2. The president of the Board shall preside at all meetings, and shall appoint all committees.
3. In the absence of the president of the board, the members present select a temporary chairperson.
4. The secretary of the Board shall keep a faithful record of all proceedings of the Board; shall issue notice of all special meetings; and shall have custody of the minutes and all other records of the Board (i.e. insurance policies, deeds, etc.)
5. In the absence of the secretary from a Board meeting, the members present shall select a temporary recorder for that meeting.
6. The term of office for the president, secretary and treasurer shall be for one full year, with the privilege of succeeding themselves for another full one year term only.
7. In the case of permanent vacancy in the office of president, secretary, or treasurer, the Board shall elect another member to complete that term.

ARTICLE V. COMMITTEES

1. There shall be two standing committees, whose term of office shall be for one year. These two committees shall be the finance committee, and the building and grounds committee.
2. The finance committee shall consist of the treasurer of the Board; another member of the Board, appointed by the president of the Board; and the Library Director. **This committee shall review a suggested annual budget for the approval of the Board, to be presented to the Board at the regular October meeting.** The finance committee shall be responsible for presenting the approved budget to the Division of Local Government.
3. The building and grounds committee shall consist of two members of the Board, appointed by the president of the Board, and may, at the option of the committee, include an outside advisor. This committee shall have charge of all matters relating to the repair, alteration, furnishing, heating, lighting, sanitation, and snow removal of the library building and grounds.

ARTICLE VI. DUTIES OF THE LIBRARY DIRECTOR

1. **The Library Director shall be considered the executive officer of the Library, and shall have sole charge of the administration of the library under the direction and review of the Board.** The Library Director shall be held responsible for the care of the building and equipment, for the efficiency of the library's service to the community, and for the operation of the library under the financial conditions set forth in the annual budget as approved by the Board.
2. The Library Director, with those whom he or she may appoint, shall have charge of the selection, purchase, binding and cataloging of all books and periodicals for the library, and for the inventory and weeding of the collection.
3. The Library Director shall attend all Board meetings. When his or her appointment or salary are to be discussed or decided, the Library Director may be excused from the meeting.
4. The Library Director shall oversee the drawing and signing of all checks and present them to an authorized Board member for countersignature. The Library Director shall present a written list of bills to the Board for approval at each regular meeting of the Board.
5. The Library Director shall see that monthly financial reports are presented to the Board at each regular meeting.
6. The Library Director shall prepare an annual report to be presented to the State of Colorado.

ARTICLE VII. ORDER OF BUSINESS

1. Call to order
2. Reading and approval of the minutes
3. Presentation and approval of the bills
4. Communications
5. Library Director's report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE VIII. GIFTS

1. All gifts shall be held or disposed of as directed by the Board.

ARTICLE IX. AMENDMENTS

1. These by-laws of the West Routt Library District may be amended by a majority vote of the Board at a regular meeting, provided that notice of the proposed amendment, and the language thereof, has been given at the last preceding regular meeting.
2. If only a quorum is present, a unanimous vote is required.

ARTICLE X.

Nothing herein shall be construed to conflict with the Colorado State Law governing public libraries.

First adopted 1981
Revised and Adopted 1984
Revised and Adopted 1985
Revised and Adopted 1987
Revised and Adopted 1989
Revised and Adopted 1996
Revised and Adopted 1997
Revised and Adopted 1998
Revised and Adopted 2002
Revised and Adopted 2005
Revised and Adopted 2010