

**Delta County Public Library District  
BY-LAWS: BOARD OF TRUSTEES**

Revised November 2009. Approved December 2009.

**Article I: Name, Authority, Location**

1.1 The name of this organization shall be known as the Delta County Libraries (“the District”), also doing business as the Delta County Public Library District, established by Resolution No. 93-R-040 by the Delta County Board of County Commissioners.

1.2 The Delta County Libraries Board of Trustees (herein referred to as Board) operates under the authority of, and according to the duties and responsibilities defined in the Colorado Revised Statutes (CRS) 24-90-1 (the Colorado Library Law), CRS 24-6-4 (Open Meetings Law) and other applicable statutes.

1.3 The District is located within the boundaries of Delta County, Colorado plus the Maher area of Montrose County and encompasses libraries located in the municipalities of Cedaredge, Crawford, Delta, Hotchkiss, and Paonia. The official address is:

Delta County Public Library District  
PO Box 858  
Delta, CO 81416

**Article II: Purpose and Mission**

2.1 The purpose of the District, as approved by the Delta County Board of County Commissioners, shall be the provision of publicly supported free library service to all residents of the District. The Board is charged with governing the affairs of the District according to applicable statutes and laws.

2.2 The Mission statement, approved June 2009, is as follows:

*Informing and empowering the community  
Providing resources for life, leisure, and learning*

**Article III: Membership**

3.1 The Board of Trustees comprises seven (7) voting persons appointed by the Board of Delta County Commissioners from recommendations from the Delta County District Board.

In accordance with the assent of the Delta County Board of Commissioners (July 28, 2008), the seven (7) members are located in the service areas of the Library District as follows:

At large, Delta County	Two (2) members
Cedaredge	One (1) member
Crawford	One (1) member
Delta	One (1) member
Hotchkiss	One (1) member
Paonia	One (1) member

3.2 Trustees' terms of office are for four (4) years. The County Commissioners appoint trustees from eligible applicants on a staggered basis each year in January as a trustee's term expires. Notice of vacancy will be posted by the Delta County Board of Commissioners. Should a trustee resign prior to the end of his/her term, the Board of County Commissioners fills the vacancy for the remainder of the term upon the recommendation of the District Board. There are no limits to recurring terms. Trustees wishing to continue another term should submit a letter of application so stating.

3.3 Appointments to the Board of Trustees must be non-political, without apparent conflict of interest and should be from those who show an active interest in the libraries and their progress. Current District staff members may not serve on the Board of Trustees, due to inherent conflict of interest.

3.4 The Delta County Board of Commissioners may remove a trustee from the Board, upon recommendation of the District Board of Trustees, by a majority vote, but only on a showing of good cause. Good cause includes, but is not limited to:

- failure to regularly attend board meetings without notification to the President of the Board (three consecutive missed meetings may constitute initiation of removal proceedings)
- repetitive disruptive conduct by the member resulting in the inability of the Board to conduct business
- inappropriate or unprofessional conduct in the community when engaged in Board activities
- violation of the Board's "Statement of Ethics" (Attachment B)

3.5 Trustees serve without salary or other compensation. The Board may use District funds to reimburse trustees for unusual travel and subsistence expenses incurred carrying out library work at the Board's request.

3.6 The Board may include ex-officio Board members deemed useful to carry out its duties. The Library District Director is an ex-officio Board member. All ex-officio Board members may participate fully in Board discussions, but are non-voting members. The Board shall define the responsibilities of each ex-officio member. Ex-officio members shall not participate in Board executive sessions unless requested to do so by the Board.

#### **Article IV: Officers and Duties**

4.1 The officers of the Board are President, Vice-President, Treasurer and Secretary and any other officers the Board deems necessary.

4.2 The Board elects officers at its first regular meeting each calendar year. The officers take office that day and serve for one (1) year, or until the Board elects their successors.

4.3 President:.....presides at all meetings of the Board of Trustees, recommends standing committee members for approval by the Board and is the chair of the Executive Committee. The president may sign, either by manual or facsimile signature, any leases, deeds, mortgages, contracts and other instruments which the Board has authorized to be executed, and

in general shall perform the duties incident to the office of president and such other duties as may be prescribed by the Board of Trustees from time to time.

4.4 Vice-President:.....assists the president and performs such duties as may be assigned by the president or the Board of Trustees. In the absence of the president, the vice-president shall have the powers of, and perform the duties of, the president. The vice-president is a member of the Executive Committee.

4.5 Secretary:.....responsible for reviewing and recommending approval of the minutes from the meetings of the Board of Trustees and for performing all duties which from time to time may be assigned by the president or the Board. The minutes shall include all motions and the resulting vote. Minutes of any open meeting of the Board shall be open to public inspection. Minutes of an executive session shall reflect the topic of discussion at the session. The record of an executive session of the Board shall not be open for public inspection except upon the consent of the Board or as provided for in Colorado Law.

4.6 Treasurer:.....chairs the Finance Committee which is responsible for reviewing and modifying the proposed District budget which is developed by the District Director or designated staff members and recommends the budget for review and approval by the Board. The treasurer shall perform other duties which may from time to time be assigned by the president or by the Board of Trustees. (7/11/2008)

#### **Article V: Trustee Responsibilities**

5.1 The Board shall retain and supervise a qualified Library District Director who shall be the executive, administrative and disbursing officer of the District 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 staff and for reporting this activity to the Board.

The Board shall prescribe the Director's duties (Attachment A) and compensation.

5.2 The Board is responsible for the supervision, care and custody of properties owned or leased by the Library District.

5.3 The Board shall adopt such by-laws, rules and regulations for its own guidance and for the government of the District as it deems necessary.

5.4 The Board shall adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1, Article 1 of Title 29, Colorado Revised Statutes and have exclusive control and spending authority over the disbursement of District funds as set forth in CRS Section 24-90-112(2)(a). The Board shall monitor the status of the budget as funds are expended and conduct a yearly audit.

5.5 The Board and the District Director will, at the close of each calendar year, prepare and make a report to the Delta County Board of County Commissioners showing the condition of its trust during the year, the sums of money expended, the purposes of such expenditures and any other such statistics and information which the Board deems to be of public interest.

5.6 A Trustee shall avoid situations that could bring about a conflict of interest and, should a conflict of interest arise during the course of the business of the Board, shall abstain from participation and from voting on that matter. If, in the determination of at least five (5) Board members, a Trustee has a conflict of interest that cannot be resolved, the Board shall recommend to the appointing officials that the Trustee be removed from office.

5.7 Except as otherwise directed by a majority of the Board's members, official statements of the Board shall be limited to the president of the Board and the District Director, subject to approval by the Board.

5.8 The Board may accept such gifts of money or property for District purposes as it deems appropriate. The Board may also decline gifts or donations which do not meet the needs of the Library District.

5.9 The Board shall have the authority to enter into contracts.

5.10 The Board may acquire and hold land by gift, lease or purchase for District purposes and may lease, purchase or construct any appropriate buildings for Library purposes and acquire such other property as may be needed therefore.

5.11 The Board may sell, assign, transfer or convey any property of the District, whether real or personal, which may not be needed in the foreseeable future for any purpose authorized by law. The Board, prior to the conveyance of such property, shall make a finding that the property shall not be needed in the foreseeable future for District purposes.

5.12 The Board shall promote and support an active, strong library advocacy program in the community.

5.13 The Board shall comply with the duties set forth in the Colorado Library Law.

5.14 The District Board of Trustees is the governing board for the Library District; Foundations and Friends of the Library groups are supportive citizen organizations which serve District interests. The roles of the trustees, the District Director and Foundations and Friends are related but distinct. Trustees represent citizen governance of the Library District; the Director represents administration and management; Foundations and Friends groups represent citizen participation within the District in the support of District efforts and goals.

## **Article VI: Meetings**

6.1 The Board shall hold regular monthly meetings. The Board shall designate date, time and location for each meeting and provide public notice of said meeting at least 24 hours in advance as per CRS Open Meeting Law and shall abide by all requirements of Colorado law regarding open meetings.

6.2 Any meetings of three or more Trustees at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times as per Colorado Open Meetings law.

6.3 Special meetings may be held at any time when called by the president or at the request of three Trustees. All Trustees must be notified 24 hours in advance of a special meeting and only items on the announced agenda may be discussed.

6.4 A quorum of the Board consists of four (4) Trustees. The act of a majority of the Trustees present at a regular or special meeting at which a quorum is present shall be the act of the Board. A quorum may be declared by telephone or electronic transmission should an emergency vote be required, so long as notice is given pursuant to Section 6.3.

6.5 The order of business for regular meetings shall include, but is not limited to, the following items and covered as nearly as possible in the following sequence:

- A. Call to order and roll call
- B. Reading of the minutes of the last regular meeting and any intervening meetings
- C. Unfinished Business and committee reports
- D. New business
- E. Expenditures and reports on the various libraries
- F. Discussion
- G. Adjournment

6.6 Business at special meetings shall be limited to the stated topic at hand.

6.7 Parliamentary Authority: the Board shall use the latest revision of Robert's Rules of Order to govern its proceedings.

#### **Article VII: Committees**

7.1 The Board may establish standing committees which make regular reports to the Board. These committees are described in Attachment C "Standing Committees Policy (July 2009)."

7.2 Special committees may be authorized by the Board and appointed by the president with the approval of the Board for specific limited purposes and shall serve only until the completion of the assignment. Special committees will disband upon completion of the assigned task. The Board may also function as a committee of the whole.

#### **Article VIII: General**

8.1 Given a quorum, an affirmative vote of the majority of all members of the Board present at the time is necessary to approve any action of the Board. The president may vote upon and may move or second any proposal.

8.2 The bylaws may be amended by the majority vote of all members of the Board, providing that all Board members have been given notice of the proposed changes prior to the meeting. The bylaws must be reviewed at least every five (5) years to assure compliance with Colorado Library Law.

8.3 The Board may adopt, eliminate or modify policies at any time.

**End of By-Laws**

The preceding bylaws, consisting of eight (8) articles and three (3) attachments, are intended to cover all major functions of the Delta County Libraries Board of Trustees and to replace previous bylaws and amendments. They were approved by the Board of Trustees on \_\_\_\_\_ . Board member names and signatures (on original) are:

Melody BellCampton

Ross Blackstock

Patricia Means

John Moore

Ann Murphy

Jessica Shaffer

ATTACHMENT A: Duties and responsibilities of the Library District Director

ATTACHMENT B: Board Statement of Ethics

ATTACHMENT C: Standing Committees Policy