

Bylaws of the Basalt Regional Library District

Article 1 Authority

The Basalt Regional Library District Board of Trustees is created by authority of the Colorado Revised Statutes, §24-90-101, et seq.

Article 2 Name

The name of the governing body of the Basalt Regional Library District shall be the Board of Trustees.

Article 3 Purpose

The purpose of the Board of Trustees shall be to make library policy decision, supervise the administration of library affairs in accordance with these policy decisions, and represent the constituents of the district in these decisions.

Article 4

Membership on the Board of Trustees

Section 1. Number of Trustees. In accordance with the statutes of the State of Colorado §24-90-108 (1), the board shall be not less than 5 nor more than 7 trustees. To more efficiently and democratically govern the district, the board shall consist of 7 members, each appointed in accordance with §24-90-108 (2) (c), namely by the boards of County Commissioners of Eagle and Pitkin Counties, after recommendations by the library trustees. Since the district's geographic boundaries are coterminous with the Basalt school area, encompassing portions of both Eagle and Pitkin counties and the entire Town of Basalt, there shall be three trustees representing Eagle County, three trustees representing Pitkin County and one trustee representing the Town of Basalt, all of whom are appointed jointly by Eagle and Pitkin County Commissioners. Board members shall be permanent residents of the area they represent and shall be eligible to vote.

Section 2. Recruitment. Equal Employment Opportunities exist within the framework of the recruitment process for Library Board members. When a term expires or a vacancy occurs on the Library Board of Trustees, the Board of Trustees shall request the library director to advertise in a local newspaper describing the open position with a prescribed closing date and Equal Employment Opportunity notice. The library director shall collect applications, confirm residency qualifications (applicants must reside within the library district boundaries and within the area to be represented) and distribute all applications received by the closing date to the Board of Trustees. All applications will be forwarded to the County Commissioners with a recommendation made by the Board of Trustees.

Section 3. Length of Term. Each trustee shall serve for a term of three years, or until the successor is appointed and takes office. The term of each trustee expires in successive years so that expiration dates are consecutive; however, the terms of one member from each

county (2 members total) in two consecutive years will expire in the same year to keep the three year terms consistent. Terms expire on March 1.

Section 4. Reappointment. A trustee may be reappointed for two consecutive full terms totaling no more than 6 years. Trustees must wait a minimum of 1 year before applying for another term as a Basalt Regional Library District Trustee.

Section 5. Removal of a Trustee. Failure to attend four or more meetings in a twelve month period will result in the mandatory removal of a trustee, unless approval of the absence is entered in the minutes, or the absence is excused by mental or physical disability or illness. A Board member can also be removed upon showing of good cause. Good cause will exist if a Board member's performance and/or attendance are inadequate or if a Board member has engaged in any conduct or outside activity, which might or does in any manner conflict with the Basalt Regional Library Board's interests.

Section 6. Compensation. A trustee shall not receive any compensation for services. If the board approves, a trustee may be reimbursed for traveling expenses and registration fees when traveling on library business.

Section 7. Conflict of Interest. A conflict of interest is defined as the "conflict between the private interest and the official responsibilities of a person in a position of trust." The Library District strives to assure that every effort is made to promote public confidence in government by assuring the people of the impartiality, integrity, and honesty of itself and the Board of Trustees. As such, the Board of Trustees and its appointed committees will ensure that its actions do not present a conflict of interest such that the member cannot speak or vote on a question without independent judgment. Instances of conflict of interest shall be noted in the Board meeting minutes.

Section 8. Non-solicitation on Premises. Solicitation of products or political activities is not permitted by a Board of Trustees member on the library premises during those periods of the day when any employee is engaged in performing her/his work tasks.

Article 5

Officers and Their Duties

Section 1. Officers. The officers of the Board of Trustees shall be a president, vice-president, a secretary and a treasurer and shall be elected at the first regular meeting of the Board of Trustees each year. Each officer shall serve for a period of one year and cannot serve more than 2 consecutive years in the same office. In the event that an officer is not reappointed during the year, the Board shall make an appointment to fulfill the officer's term.

Section 2. Duties of the President. The President shall be the chief executive of the Board of Trustees; shall conduct all meetings and be responsible for setting the agenda; shall appoint all committees and arrange for their reports to be presented to the board; shall execute all documents authorized by the board and perform other duties as the board may

request.

Section 3. Duties of the Vice-President. The vice-president shall fulfill the duties of President in the absence of the President and shall fulfill duties assigned by the President or the Board of Trustees.

Section 4. Duties of the Secretary. The secretary shall be responsible for the accuracy of the meeting minutes of the Board of Trustees and for attesting to official documents of the District as necessary.

Section 5. Duties of the Treasurer. The treasurer shall work with the Executive Director and the accountant(s) to ensure the accuracy of the library's finances; shall conduct all Finance Committee meetings; and shall present the monthly financial report at each board of trustee meeting. The treasurer will provide the annual budget to the board for the members' approval, and will ensure development and board review of financial policies and procedures.

Article 6

Meetings

Section 1. Regular Meetings. Regular monthly meetings will be held on the second Monday of each month beginning at a time designated by the Board. The public is invited to all meetings of the Board of Trustees and shall have an opportunity to speak before the Board. The public comment procedure shall be as follows:

- Individuals who wish to comment on items not on the agenda may speak before the Board by signing up prior to the call to order.
- Individuals may speak about an agenda item at the time of request for public comment on the agenda item.
- Time limitations may be set according to the circumstances of the meeting.

Section 2. Special Meetings. Special meetings may be called by the library director or the President of the Board. Public comment procedures apply as indicated in Article 6, Section 1. (a) (b) and (c).

Section 3. Agenda. The library director shall furnish, prior to the regularly scheduled meeting, the minutes of the prior meeting, agenda and other materials which need to be studied. Members of the public may request agenda items be placed on the agenda, providing they are received in a timely manner. The library director shall post the agenda pursuant to §24-6-402 (2) (c), as directed by the Board of Trustees in the minutes of the first meeting of the year.

Section 4. Quorum. A quorum for the transaction of business shall consist of four trustees present in person or via teleconferencing, whereby all trustees can hear and be heard.

Section 5. Voting. All trustees, including the president, are entitled to vote. A majority

vote is required for passage.

Section 6. Executive Session. The Board shall follow Colorado Open Meetings law affecting executive session procedures.

Article 7

Duties of the Board of Trustees

Section 1. Library Law. The Board of Trustees shall have all powers and duties as set forth in Colorado Revised Statutes §24-90-109.

Section 2. Employment of the Library Director. The Board shall interview applicants, employ and/or release the library director. They shall set the salary and duties of the library director, as described in the job description of the director's employment agreement.

Section 3. Annual Budget. The Board of Trustees shall adopt a budget and make appropriations for the ensuing fiscal year. This budget shall be submitted as required by law. The Board of Trustees shall certify to the County Commissioners the sums necessary to maintain and operate the library during the ensuing year.

Section 4. Gifts. The Board of Trustees will accept and acknowledge gifts that will benefit the users of the library. This duty may be delegated to the library director.

Section 5. Land. The Board of Trustees may hold land by loan, gift, lease or purchase for library purposes, to be held in the name of the "Board of Trustees of the Basalt Regional Library District."

Section 6. Buildings. The Board of Trustees may receive by loan, gift, lease or purchase or erect any appropriate buildings for library purposes and acquire such other buildings as may be needed.

Section 7. Monthly reports to County Commissioners. The Board of Trustees shall supply the Board of County Commissioners with a copy of the monthly minutes, financial and statistical reports.

Section 8. Annual State Report. The Board shall supply an annual report to the legislative body or bodies of the governmental unit or units wherein the Board serves, as required by State Law.

Section 9. Materials Selection Review Committee. The Board of Trustees shall act as a review committee to hear occasional objections to a selection made by the library director, as outlined in the Materials Selection Policy, contained within the library policies.

Section 10. Financial Operations. All members of the Board of Trustees, as well as the library director, shall be capable of co-signing expenditures of library funds.

Article 8

Amendment of Bylaws

A typewritten copy of the draft of a proposed change in the bylaws shall be presented for discussion at a regular meeting of the board. At the next regular meeting it shall be presented again for discussion and vote. A majority vote is required for passage. In case of a tie, it shall be presented again at the next regular meeting where five to seven board members are present.

Article 9

General

Section 1. Suspension of Rules. Any rule, resolution or bylaw may be suspended temporarily at any meeting where a quorum is present, and there is a majority vote to do so.

Section 2. Parliamentary Authority. The most recent edition of Robert's Rules of Order, newly revised shall serve as parliamentary authority for the Board of Trustees or committee meetings in the event that these bylaws do not provide for procedure.

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