

## Lone Cone Library District Bylaws 2025

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\*A copy of these Bylaws will be filed with the State Library.

# LONE CONE LIBRARY DISTRICT

F/K/A DISTRICT R2J PUBLIC LIBRARY DISTRICT #2

AND NORWOOD PUBLIC LIBRARY

## LIBRARY DISTRICT BY-LAWS

### Article I - Name

This organization shall be called "The Board of Trustees of the Lone Cone Library District," hereafter referred to as "Board."

### Article II- Purpose

The purpose of the Board is to make library policy decisions, oversee the administration of library affairs in accordance with these policy decisions, represent the constituents of the district in these decisions, and to promote and protect the mission in public.

### Article III – Membership on The Board of Trustees

**Section 1.** The Board shall consist of not fewer than five (5) or more than seven (7) Trustees appointed by the San Miguel County Commissioners from recommendations made by the Board of Trustees of the Lone Cone Library District.

**Section 2.** Board members shall be chosen from the adult (18 years old and older) residents within the legal service area of the Library District. The legal service area encompasses the school district area, *within San Miguel County only*, of Norwood Public School. (C.R.S. 24-109-108) A 'resident' is defined as a person whose long-term physical residential dwelling lies within the boundaries of the district. A map of the district boundaries is on file with the State Library.

**Section 3.** Trustees shall serve for a period of a 3 consecutive year term. There shall be no limitation on the number of terms that may be served.

**Section 4.** A 'vacancy' on the Board occurs when the Board membership falls below five (5) members. An 'opening' on the Board occurs when there are fewer than seven (7) members. Recruitment for vacancies and openings will occur through the current Board.

**Section 5.** The appointment process for potential Board members includes a written 'letter of intent' to join the Board that includes the potential member's physical address, reasons for joining the Board, and signature. The letter can be given to any current Board member, Director/Co-Director, or the San Miguel County Commissioner's office.

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The potential Board member will then be added to the next Board of County Commissioner's meeting to be vetted and appointed.

**Section 6.** A Trustee may be removed, with a majority vote, for "Good Cause" shown.

"Good Cause" for removal of a trustee (See, C.R.S. § 24-90-108(5)) shall be:

- a. being absent for three (3) or more meetings in a calendar year,
- b. failure to represent the library in a professional manner,
- c. the existence of a conflict of interest as stated in Article V, Section 5,
- d. violation of the Trustee Code of Ethics as outlined in Article IX,
- e. determination by a majority of the Trustees in open session at a public meeting that "good cause" exists to request the Board of County Commissioners to remove a trustee from his or her position.

**Section 7.** Board members who wish to resign before their term is expired may do so either verbally during a meeting or in writing.

#### **Article IV - Officers**

**Section 1.** The officers for the Board shall be a President, a Vice President, and a Secretary, elected from among the appointed trustees at the annual meeting of the board in October.

**Section 2.** A nominating committee shall be appointed by the President in September prior to the annual meeting, who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

**Section 3.** Officers shall serve a term of one year from November-October.

**Section 4.** 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, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Section 5.** In the event of the absence or disability of the President, or a vacancy in that office, the Vice President shall assume and perform the duties and functions of the President.

**Section 6.** The Secretary and/or designee shall keep a true and accurate record of all meetings by recording minutes for the Board and shall perform such other duties as generally associated with that office.

## **Article V - Trustee Responsibilities**

**Section 1.** The Board shall retain One (1) qualified Director or two (2) qualified Co-Directors, who shall be the executive, administrative and disbursing officers of the district on behalf of the Board and under its review and direction.

a. The Board shall prescribe the Director/Co-Directors' duties and compensation. An annual review shall be conducted.

b. The Director/Co-Directors shall appoint and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of the library staff and for reporting this activity to the Board.

**Section 2.** The Board is responsible for the supervision, care and custody of properties owned or leased by the Library District.

**Section 3.** The Board shall adopt such by-laws, rules, policies and regulations for its own guidance and for the government of the district as it deems necessary. The Board shall adopt and revise administrative policies by which the Director/Co-Directors shall conduct the affairs of the district. These policies shall be available to the public via the website and, if requested, paper copies. Bylaws and administrative policies may be altered, amended or repealed at any public meeting by a vote of three-quarters of the appointed Trustees (exclusive of vacancies.) Notice of proposed bylaw or policy changes must be in written form provided to all Trustees with the packet for the next Board meeting to be considered for adoption.

**Section 4.** The Board shall adopt a budget and make appropriations for the ensuing fiscal year, beginning on the first day of January and ending on the 31<sup>st</sup> day of December, as set forth in the Colorado Revised Statutes and have exclusive control and spending authority over the disbursement of district funds as set forth in C.R.S. 24-90-112(2)(a). The Board shall monitor the status of the budget as funds are expended and conduct a yearly audit, or, if appropriate, ask for an exemption from a full audit. The Board and the Director/Co-Directors will, at the close of each calendar year, prepare and make a report to the San Miguel 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.

**Section 5.** A Trustee shall avoid situations that could bring about a conflict of interest. A conflict of interest is defined as a situation in which a Trustee, Director/Co-Director or staff member has a close personal and/or business relationship, and/or financial interest in a matter which is the subject of an official action of the Board.

a. Should a conflict of interest arise during the business of the Board, that person shall abstain from participation in discussion or voting on that matter.

b. If, in the determination of a quorum of the Board, a member has a conflict of interest that cannot be resolved, the Board shall recommend removing

that Trustee from the Board, and shall notify the County Commissioners, in writing, of said action.

**Section 6.** Except as otherwise directed by a majority of the Board members, official statements of the Board shall be limited to the President of the Board and the Director/Co-Directors, subject to prior approval by the Board.

**Section 7.** 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.

**Section 8.** 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.

**Section 9.** 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.

**Section 10.** The Board shall promote and support an active, strong library advocacy program in the community.

**Section 11.** The Board shall comply with the duties set forth in the Colorado Library Law.

**Section 12.** The District Board of Trustees is the governing board for the Library District; the Foundation and Friends of the Library groups are supportive citizen organizations which serve district interests. The roles of the trustees, the Director/Co-Directors and Foundations and Friends groups represent citizen participation within the district in the support of district efforts and goals.

**Section 13.** The Board of Trustees shall have sole discretion in determining the allocation of any bonuses to the Director/Co-Directors employed by the library.

**Section 14.** There shall be two signatures on every Library check. The four individuals who may sign include the Director/Co-Directors of the Library, the President of the Board, and a board member designated by the President.

**Section 15.** Board members must limit business with the Director/Co-Directors to the library's official hours of operation and/or set a time of mutual agreement for any discussions.

**Section 16.** The Board will govern entering into any contracts where money is exchanged for goods or services.

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## **Article VI - Meetings**

**Section 1.** The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in October of each year.

**Section 3.** Special meetings may be called by the Secretary at the direction of the President, or at the request of three members of the Board, for the transaction of business as stated in the call for the meeting. If an Executive Meeting only is called, posting is unnecessary.

**Section 4.** Work sessions are called by the Director/Co-Director or the Board President. Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. These do not need notice.

**Section 5.** Meeting dates and times will be determined at the annual meeting. These dates will be posted on the website. Agendas for the meetings will be posted on the website at least 24 hours in advance of the meeting.

**Section 6.** The Board Secretary and Director/Co-Directors, with input from other Trustees, will compose and provide an agenda and Board packet to all Board members prior to each scheduled regular or special meeting. Members of the public may request information to be added to the Board packet provided it is received in a timely manner.

**Section 7.** The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown so far as circumstances permit:

- a. Call to Order
- b. Additional items/Changes to Agenda
- c. Public comment to the Board
  - i. Public commenters have three (3) minutes each (up to 10 speakers) during the designated slot for public comment on the agenda. After their three (3) minutes have lapsed, the meeting will resume as normal with no further public comment unless the Board chooses otherwise.
- d. Consent Agenda
  - i. Approval of agenda
  - ii. Previous minutes
  - iii. Director/Co-Directors' financial reports of the library
  - iv. Any policies/bylaws to review
- e. Monthly Reports and Statistics
- f. Unfinished business

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- g. New business
- h. Adjournment

**Section 8.** A quorum for the transaction of business at any meeting shall consist of four members, or a majority of the appointed Trustees of the Board present in person, whichever is less.

**Section 9.** Conduct of meetings: the proceedings of all meetings shall be governed by Robert's Rules of Order.

**Section 10.** Only members who have attended the meeting shall approve the minutes for that meeting.

**Section 11.** Board members must notify the Board President in advance of inability to attend a board meeting due to unforeseen circumstances.

### **Article VII – Committees**

In general, the committees make reports and recommendations to the full Board, which are subject to full Board approval.

**Section 1. Appointments:** The President shall appoint committees of two Trustees. The President and at least one of the Director/Co-Directors are ex-officio on all committees.

#### **Section 2. Ad-Hoc Committees**

The President may appoint Ad-Hoc committees for specific purposes as the business of the Board may require from time to time. Each committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

#### **Section 3. Reports**

All committees shall make a progress report to the Board at each of its meetings.

### **Article VIII - Library Director and Staff**

**Section 1.** The Board shall appoint one (1) qualified Director or two (2) qualified Co-Directors who shall be the executive and administrative officers of the library on behalf of the Board and under their review and direction.

**Section 2.** The Director/Co-Directors shall report to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, and for the efficiency of library service to the public.

