

Last reviewed March 19<sup>th</sup>, 2013

Last amended April 21<sup>st</sup>, 2009

C. Anderson

## South Routt Library District

### Bylaws

Adopted May 19, 2005

#### Article I – Name

This organization shall be known as the South Routt Library District Board of Trustees established by resolution on January 1, 1980 and hereafter referred to as the “Board”.

#### Article II – Object

The object of the Board is to make library policy decisions, supervise the administration of library affairs in accordance with these policy decisions, to meet public library standards through long-range library development and to represent the citizens of the district.

#### Article III – Physical Boundaries

The South Routt Library District comprises all the real property contained in the RE-3 School District as outlined in the January 1, 1980 resolution and is subject to immediate review at any time the RE-3 School District Boundaries change. See Appendix 1.

#### Article IV – Powers and Duties of the Board

The powers and duties of the Board shall conform with those set forth in Colorado Revised Statute 24-90-109. See Appendix 2. These powers shall include but are not limited to employing a librarian (hereafter referred to as Library Director). The Library Director 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. The Board shall annually perform a formal evaluation of the Library Director according to the form adopted by the Board.

#### Article V - Membership

##### Section I – Number of Trustees

In accordance with Colorado Library Law, the Board shall consist of at least five members and no more than seven members, each appointed by the appointing authority as defined in the Colorado Revised Statute 24-90-108 (c). Upon approval of the Board, recommendations are sent to the Routt County

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Commissioners, the South Routt School District RE-3 School Board, and the Boards of the towns of Yampa and Oak Creek for ratification of appointments. Failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment (C.R.S. 24-90-108) (2) (c). The Board may set up a selection process for trustee recommendations to encourage Board diversity and to increase awareness of expectations for future Board members.

#### Section II – Length of Term

Each trustee shall serve for a term of five years. If necessary, the Board may assign terms of varying length to encourage staggered terms.

#### Section III - Reappointment

A trustee may be appointed for forty consecutive terms.

#### Section IV – Removal of a Trustee

A trustee may be removed from office for good cause only by a majority vote of the appointing legislative bodies. A representative of the Board may request the appointing authority remove a trustee. The criteria warranting removal may be missing three or more consecutive meetings or acting in any way that is against the best interest of the library.

#### Section V – Compensation

Trustees shall not receive a salary or other compensation for service to the library district; however, necessary travel and subsistence expenses incurred may be paid to the trustee by the district.

### Article VI - Officers and their Duties

#### Section I – Officers

The officers of the Board shall be a President, Vice-President, Secretary and Treasurer.

#### Section II – Election of Officers

Officers will be elected at the first regular meeting of the year.

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### Section III - Tenure

Officers will serve for one year and may be elected for consecutive terms.

### Section IV – Duties of the President

The President shall be chief executive of the Board, shall conduct all meetings and be responsible for bringing to the attention of Board members all matters which are pertinent, and arrange for 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 V – Duties of the Vice-President

The Vice-President shall fulfill the duties of the President in the absence of the President and shall fulfill the duties assigned by the President and / or the Board.

### Section VI – Duties of the Secretary

The Secretary shall be responsible for recording the minutes and maintaining files, for the minutes, reports and correspondence for the Board. The records shall be maintained as required by State Law. See Appendix 3 and 4.

### Section VII – Duties of the Treasurer / Budget Officer

The Treasurer shall ordinarily sign for all expenditures of library funds and oversee the preparation of bookkeeping reports. The Treasurer / Budget Officer shall oversee the preparation of financial reports and the budget.

## Article VII – Meetings

### Section I – Regular Meetings

A regular monthly meeting will be held on a date set by a majority vote of the Board, time and meeting place to rotate between the libraries. The time and place for the next meeting will be set at each regular meeting. Regular meetings shall be held no less than six times a year. Currently the Board meets on the third Tuesday of the month.

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## Section II – Special Meetings

Special meetings may be called by the President of the Board at the request of two or more Board members. Only items listed on the special agenda may be considered at a special meeting.

## Section III – Annual meetings

The regular meeting in January shall be an annual meeting where officers are elected and the bylaws reviewed.

Designations of sites for posting notice to the public shall be determined for compliance with Colorado Sunshine Law. See Appendix 3. The regular meeting in March shall be another annual meeting, at which time the annual reports shall be read. The annual reports shall include statistical reports, year-end financials, and the annual report to the state.

## Section IV – Agendas

Agendas for Board meetings are the responsibility of the Secretary and the President of the Board. Regular meetings will include a review of the minutes, minutes, checks and new and unfinished business. Agenda and or notice of meeting will be posted no less than 24 hours before meeting.

## Section V – Quorum

A quorum for the transaction of business shall consist of a simple majority of the current membership.

## Section VI – Voting

All trustees, including the President are entitled to vote. A majority vote is required for passage.

## Section VII - Telephone Voting

Telephone voting at a regular or special meeting is permitted as long as all members present are able to hear and mutually debate an issue, for ex. by speaker phone. The minutes should reflect the members in attendance by telephone.

## Section VIII - Parliamentary Authority and Special Rules of Order

The rules contained in the latest edition of “Robert’s Rules of Order Newly Revised” shall govern the district in cases to

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which they are applicable and in which they are not inconsistent with these Bylaws, special rules of order adopted by the Trustees, or applicable Colorado Statutes. The district uses Robert's Rules of Order for small Boards and committees with the following exception: it (the district) does not allow consensus voting. Items being considered for vote require both first and second motions.

#### Section IX – Open Meetings, Notice & Executive Sessions

All meetings of a quorum or three or more members of the Board, whichever is fewer, at which any public (library) business is discussed, or which formal action may be taken are declared to be public meetings open to the public at all times. Notice of open meetings shall be posted no less than 24 hours before said meeting, preferably sooner.

The Board may hold an executive session at a regular or special meeting if the following conditions are met, the Board announces intent to the public, discloses the topic and there is an affirmative vote of 2/3's of the quorum present. Matters or reasons to convene an executive session may include but are not limited to the purchase or sale of real or personal property, conferences with an attorney for the purposes of receiving legal advice on specific legal questions, matters required to be kept confidential by federal or state laws or rules, determining positions relative to matters that may be subject to negotiations and personnel matters, unless the employee (who is the subject) of the session, has requested an open meeting. The Board must announce the specific citation of the statutes that are the basis for confidentiality before holding executive session. See Appendix 3.

#### Article VIII – Amendment of the Bylaws or Policy Manual

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 for discussion and vote. A majority vote is required for passage. In case of a tie, concerns will be addressed and the draft revised. It will be presented again for discussion and vote at the next regular meeting where a quorum is present. The Secretary

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is responsible for adding amendments to the secretary's original manual and for updating electronic copies on either the district's group site or website.

#### Article IX – Appendices

Appendix 1 – Legal boundaries of the RE-3 School District

Appendix 2 – Colorado Library Law CRS 24-90-101 thru 519

Appendix 3 – Colorado Sunshine Law / Open Meeting CRS 24-6-402

Appendix 4 – Colorado Public Records Inspection Law 24-72-201 thru 206

#### Article X – Dates, Reviewed, Revised and Adopted

This article of the bylaws shall include the dates of the bylaws as they are reviewed, amended, revised and adopted.

Original Bylaws adopted November 19, 1980

Bylaws reviewed and amended on July 22, 1988

Bylaws amended and put into revolving format 1991

Revised (new) Bylaws adopted May 19th, 2005

Bylaws reviewed January 17<sup>th</sup>, 2006

Bylaws reviewed February 26<sup>th</sup>, 2008

Bylaws reviewed March 17<sup>th</sup>, 2009 and amended on April 21<sup>st</sup>, 2009

Bylaws reviewed January 19th, 2010

Bylaws reviewed January 18th, 2011

Bylaws reviewed January 17<sup>th</sup>, 2012

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## Appendix 1 – Legal boundaries for the South Routt School District

### DIRECTOR DISTRICTS South Routt School District

**Director District One** shall consist of that portion of the South Routt School District lying in the boundaries of the Town of Oak Creek west of Sharp Street south of Main Street and west of Moffat Avenue north of Main Street.

**Director District Two** shall consist of all that portion of the South Routt School District south of the Steamboat Springs School District and bordered by a line commencing at the intersection with RCR #18; thence southwesterly along RCR 18 to the southeast corner of Section 30, T4N, R84W; thence south to the point of southwest corner of Section 32, T3N, R84W; thence east to the southeast corner of Section 36, T3N, R83W; thence north to the southeast corner of Section 13, T5N, R83W; thence east to RCR #18.

**Director District Three** shall consist of that portion of the South Routt School District whose boundaries are defined by a line commencing at the intersection of State Highway 131 and the south boundary of Section 3, T2N, R85W; thence east to the southeast corner of Section 6, T2N, R84W; then straight north to RCR 18; then northeast along RCR 18 to the intersection with the Steamboat School District; then west along the school district boundary to a point of intersection with State Highway 131; then south along State Highway 131 to the south boundary of Section 3, T2N, R85W. All of the plat of Phippsburg is included and all areas within the city limits of Oak Creek are excluded from this district.

**Director District Four** shall consist of that portion of the South Routt School District lying east of the Hayden School District and south of the Steamboat Springs School District to the intersection of the district line and State Highway 131; thence south to the intersection of Highway 131 and Section 10, T2N, R85W; then west to RCR 17; then west and north along RCR 17 to the intersection with RCR 132 then west along RCR 132 to the Rio Blanco County line. All of the plat of Phippsburg and all areas within the town limits of Oak Creek are excluded from this district.

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**Director District Five** shall consist of that portion of the South Routt School District bounded on the south by the Eagle County School District, on the east by Grand County, on the west by Garfield and Rio Blanco counties, and whose northern boundary is defined by a line commencing at the northeast corner of Section 1, T2N, R83W; thence west to the northwest corner of Section 5, T2N, R84W; thence south to the southwest corner of Section 5, T2N, R84W; thence west to the point of intersection of RCR 11 and RCR 17; thence north and west to RCR 132; thence west to the Rio Blanco County line. All areas within the Town of Yampa and Section 15, T2N, R85W and that portion of Section 14, T2N, R85W lying west of State Highway 131 are excluded from this district.

**Director District Six** shall consist of that portion of the South Routt School District lying within the boundaries of the Town of Yampa and Section 15, T2N, R85W and that portion of Section 14, T2N, R85W lying west of State Highway 131.

**Director District Seven** shall consist of that portion of the South Routt School District lying in the boundaries of the Town of Oak Creek east of Sharp Street south of Main Street and east of Moffat Avenue north of Main Street.

Adopted: June 21, 2001 by the South Routt School District RE-3