



BOARD BY-LAWS and TRUSTEE POLICY

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1 BOARD BY-LAWS

1.1 ARTICLE I -- NAME

The name of this organization is the Grand County Library District (the "District"), the same being organized under and by virtue of the laws of the State of Colorado, specifically, C.R.S. §24-90-101, *et seq.*, as amended from time to time (the "Library Law"), and established by the Board of County Commissioners of the County of Grand, State of Colorado, after a county-wide ballot question on November 8, 1994.

1.2 ARTICLE I – LIBRARY LAW CRS 24-90-101 - 24-90-119

CRS 24-90-101 *et seq* known and cited as Colorado Library Law

1.3 ARTICLE II -- BOARD TRUSTEES

SECTION 1. APPOINTMENT. *The management and control of the District shall be vested in a Board of seven (7) trustees (the "Trustees") appointed in accordance with statute, all of whom must reside within the boundaries of the District as follows: one (1) Trustee from each of the three County Commissioner Districts (the "BOCC Districts") as established as of the date of the appointment. The three BOCC Districts are 1) East District; 2) Central District; and 3) West District. In addition, there shall be four at large Trustees appointed. Selection of at large Trustees shall be made with the intention of achieving an equal distribution of representation across Grand County. If no one makes application for any one of the three BOCC District seats, the seat shall remain vacant until such time as it can be filled. An at-large Trustee from the BOCC District having a vacant BOCC District seat may fill the position and a request for applications for the then vacant at large seat shall be made. See [Appendix A for Trustee Selection Procedure](#), [Appendix B for Trustee Job Description](#) and [Appendix C for GCLD Trustee Reappointment Process](#); all attached hereto are incorporated herein and made a part hereof by reference.*

SECTION 2. POWERS, DUTIES, AND RESPONSIBILITIES. The Board of Trustees (the "Board") shall have those powers, duties and responsibilities authorized by the Library Law. The Board shall be responsible for the evaluation of the performance of individual Trustees and of the Executive Director. In addition, the Board shall have all those powers necessary or incidental to the specific powers granted by statute, and nothing herein construed as limiting the powers of the Board as granted by the Library Law.

SECTION 3. TERM AND REAPPOINTMENTS. In order to maintain continuity on the Board and, at the same time, assure to the extent possible that the entire County is represented on the Board, the Trustees shall serve staggered three-year terms. The initial staggered terms shall be as follows:

BOCC District 1		January 1, 2017 to December 31, 2019
BOCC District 2		January 1, 2018 to December 31, 2020
BOCC District 3		January 1, 2019 to December 31, 2021
At Large	A	January 1, 2017 to December 31, 2019
At Large	B	January 1, 2018 to December 31, 2020
At Large C and	D	January 1, 2019 to December 31, 2021

The Trustees in office as of the effective date of these Bylaws shall serve the terms for which they have been appointed. On a one-time basis for each individual Board seat, there may be a shortened term (a term of less than three years) or a lengthened term (a term lengthened by no more than an additional three months) between the terms of the Trustees currently in office and the staggered term schedule set forth above in order to transition to the staggered terms. The Board may, by policy, provide a method of providing for such shortened or lengthened one-time terms.

Upon expiration of an individual Trustee's term, the Trustee shall be eligible for reappointment in accordance with the procedure set forth in the Library Law and these Bylaws. Due to Grand County's limited population and the difficulty in finding people willing and able to serve as Trustee, there shall be no term limits. The Board shall attempt to assure that each BOCC District and each town in Grand County is represented on the Board. However, due to Grand County's limited population and the difficulty in finding people willing and able to serve as Trustee, there shall be no strict requirement except as otherwise provided for by Library Law.

SECTION 4. VACANCIES. A vacancy on the Board shall be filled as soon as practical after such vacancy occurs for the remainder of an unexpired term in the manner in which Trustees are regularly appointed pursuant to the Library Law and these Bylaws. A notice of all such vacancies shall be published in a newspaper of general circulation within Grand County, local news media shall be informed of the vacancy, and such notice shall be posted in a conspicuous location within all libraries of the District and the County Administration Building.

SECTION 5. AUTHORIZATION. The President of the Board is the authorized spokesperson for the Board of Trustees, unless delegated to another trustee.

SECTION 6. COMPENSATION. A Trustee shall not receive a salary nor other compensation for services performed as a Trustee; however, necessary traveling and subsistence expenses actually incurred may be paid from library funds pursuant to C.R.S. §24-90-108(4).

SECTION 7. REMOVAL. A Trustee may be removed only by a majority vote of the appointing authority and but only upon a showing of good cause as defined in, but not limited to the Bylaws adopted by the Board. Good cause shall include, but not be limited to, failure to attend three consecutive regular monthly meetings of the Board or four regular Board meetings in a calendar year, conviction of a felony while on the Board, and failure to adhere to the Library District's governing documents, including without limitation, the Ethics Policy.

1.4 ARTICLE III - OFFICERS

SECTION 1. DESIGNATION OF OFFICERS. The officers of the Board shall consist of a president, a vice president, a secretary, treasurer, and such other officers as the Board deems necessary from time to time.

SECTION 2. DATE OF ELECTION. All officers of the Board shall be elected by the Board at the annual meeting held in December of odd numbered years.

SECTION 3. TERM OF OFFICE. Officers shall serve for two (2) year terms and shall begin their terms of office at the next meeting immediately following the election.

SECTION 4. NUMBER OF TERMS OF OFFICE. There shall be no term limits for officers.

SECTION 5. VACANIES. Any vacancy occurring during the regular term of any office, for any reason, shall be filled by a Trustee elected by a vote at a regular or special meeting of the Board for the remaining portion of the term of such office.

SECTION 6. REMOVAL. Any officer may be removed by an affirmative vote of two thirds of the Trustees of the District taken at a regular or special meeting of the Board when in such Trustees' reasonable judgement, the best interest of the District will be served thereby.

1.5 ARTICLE IV – DUTIES OF OFFICERS

SECTION 1. PRESIDENT. The president shall, subject to the direction and supervision of the Board, be the principal executive officer of the District. The president shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time, including, but not limited to the following: The president shall preside at all meetings of the Board. The president shall sign all leases, deeds, mortgages, contracts or other instruments which the Board has authorized to be executed, except as delegated to the Executive Director.

SECTION 2. VICE PRESIDENT. The vice president shall assist the president and shall perform such duties as may be assigned by the president or the Board. In the absence of the president, the vice president shall have the powers and perform the duties of the president.

SECTION 3. SECRETARY. The secretary shall oversee the keeping of the minutes of the meetings of the Board and shall perform all other duties as may be delegated or may be incident to the office of secretary such as the publishing of legal notices and the execution of legal documents as such may be required. In the absence of the secretary, any trustee other than the president may carry out the powers and perform the duties of the secretary and is so authorized.

SECTION 4. TREASURER. The treasurer shall be responsible for the development of budget proposals, shall act as chairman of the Finance Committee, and shall perform all duties incident to the office of Treasurer and such other duties as may be prescribed by the Board from time to time.

SECTION 5. OFFICER'S SIGNATURES ON CHECKS OR WARRANTS. All checks or warrants in excess of \$2,500.00 must be signed by two people, one of which must be an authorized board of trustee officer. Checks up to \$2,500.00 may be signed by the

Executive Director or other delegated employee. All expenditures shall be reviewed and must be approved by the Board of Trustees on a monthly basis.

1.6 ARTICLE V -- MEETINGS

SECTION 1. REGULAR MEETINGS. A regular meeting of the Board shall be held every month, at a date, time and location to be established by the Board prior to the January Board meeting of each calendar year for the purpose of transacting the business of the District. All business of the Board shall be conducted only during such regular meetings or at special meetings hereinafter provided for, and all of such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session. Notice of regular and special meetings will be posted in a conspicuous location within District libraries and on the District's website. Regular meetings will be posted no less than five (5) business days prior to the holding of the meeting.

SECTION 2. SPECIAL MEETINGS. Special meetings may be called by any Trustee or the Executive Director for any purpose, including for the purpose of planning and goal setting or the study and discussion of matters to come before the Board. Minutes will be taken at all special meetings and will be part of the public record. Special meetings may be called upon 24 hours' notice to the Trustees and to the public. Notice to the public shall be deemed given by posting written notice of the date, time and place thereof and, when available, the agenda for the meeting, within all District libraries and on the District's website. Notwithstanding the foregoing, to the extent practicable, notice to the Trustees of a special meeting shall be made three (3) days in advance of the proposed special meeting; provided, however, that failure to do so shall not affect the legality of the meeting, if notice is given as otherwise provided herein.

SECTION 3. OTHER MEETINGS DISALLOWED No meetings of three or that number of Trustees which shall constitute a quorum at any given time, whichever is fewer, shall be held except pursuant to the posting of notice as a regular or special meeting.

SECTION 4. PUBLIC PARTICIPATION IN MEETINGS. The audience shall be invited to participate in all regular meetings of the Board during a portion of the agenda set aside for this purpose. The president shall determine a reasonable time limit for comments based upon the number of persons wishing to speak. The protocol for public comment shall be made available to read at Board of Trustee meetings *See [Appendix D](#)*

SECTION 5. ANNUAL MEETING. The regular meeting of the Board for the month of December each year shall be designated as the Annual Meeting.

SECTION 6. QUORUM. A majority of the appointed and acting Trustees of the District shall constitute a quorum necessary for the transaction of any business at any regular or special meeting of the Board, including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

SECTION 7. PARLIAMENTARY AUTHORITY. Robert's Rules of Order Revised, most recent edition, shall govern in the proceedings of the Board in all cases where not in conflict with these bylaws; provided, however, that failure to strictly apply Robert's Rules of Order shall not cause any action of the Board to be invalid.

SECTION 8. EMERGENCY MEETINGS. Notwithstanding any other provisions in this Article V, emergency meetings may be called by the President or any two (2) Trustees in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety and welfare of the property owners, electors, employees and patrons of the District, without notice if notice is not practicable. If possible, notice of such emergency meeting may be given to the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting.

1.7 ARTICLE VI – CORPORATE SEAL

The corporate seal of the District, if any, shall be in the form of a circle and shall have inscribed the words “Grand County Library District,” and the words “Seal,” “Colorado.”

1.8 ARTICLE VII-FISCAL YEAR

The fiscal year of the District shall begin on the first day of January of each year and shall end on the 31st day of December, of each year.

1.9 ARTICLE VIII-AMENDMENTS TO BYLAWS AND POLICIES

SECTION 1. AMENDMENT BY VOTE. Bylaws and administrative policies may be added, altered, amended, or repealed by a majority of a quorum of the Board present and voting.

SECTION 2. NOTICE PROPOSED AMENDMENT. Notice of proposed bylaw or policy changes must be in written form and received by all Trustees at least five (5) days prior to the first reading.

SECTION 3. AUTOMATIC AMENDMENT. These bylaws shall at all times conform to the Library Law, as such Law may be revised from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

SECTION 4. EFFECTIVE DATE. These bylaws shall be effective as of the 22nd day of March, 2017.

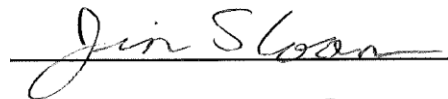
GRAND COUNTY LIBRARY DISTRICT

By 

President

SECTION 5. SECRETARIAL CERTIFICATE

The undersigned, Jim Sloan, Secretary of the Grand County Library District does hereby certify that the above and foregoing Bylaws were adopted by the Board of Trustees of the Grand County Library District at a regular meeting of the Board held on the 21st day of March, 2017.



Secretary

Reviewed and accepted this 22ndth day of March, 2017

Sally LeClair

Sally LeClair, President

Ann Douden

Ann Douden, Vice President

Jim Sloan

Jim Sloan, Secretary

Marcus Davis

Marcus Davis, Treasurer

Nancy Knoohuizen

Nancy Knoohuizen, Trustee

Carol Hunter

Carol Hunter, Trustee

Trustee

2 BOARD OF TRUSTEE POLICIES

2.1 ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

The Board of Trustees recognizes the importance of codifying the ethical principles that guide the work of library staff and trustees. For this reason, the Board of Trustees has adopted the American Library Association Public Library Ethics Statement. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations

[Public Library Trustee Ethics Statement - American Library Association](#)

2.2 USE OF LIBRARY MATERIALS

Current Trustees expected to return materials on time and to replace lost or damaged^[OO] items.

2.3 RESERVES AND ACCESS TO MATERIALS

Library Trustees will not have priority over other borrowers for access to materials. Reserves on materials will be taken on a first come, first served basis.

2.4 TRUSTEE EDUCATION

Trustees, are strongly encouraged to pursue professional educational opportunities through the Colorado State Library, Colorado Association of Libraries, the Regional Library Service Systems, or other professional associations offering appropriate opportunities.

Education and related expenses for Trustees will be covered as the budget allows.

2.5 LIABILITY

Trustees are covered under the Errors and Omissions policies of the District's insurance.

Personally owned vehicles or property are not covered under the Library's insurance

2.6 TRUSTEE EXPENSES AND VEHICLE USE

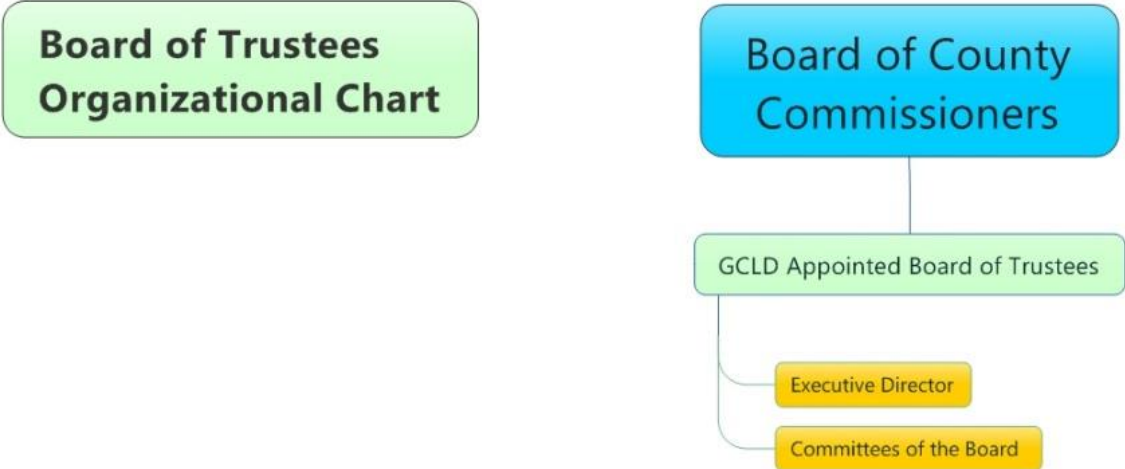
A trustee shall not receive a salary or other compensation for services as a trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the Library fund (Colorado Library Law 24-90-108.)

2.7 AUTHORITY TO MAKE OFFICIAL STATEMENTS ABOUT GCLD

The President of the Library Board of Trustees is the official spokesperson for the Board; the Executive Director is the official Library District spokesperson. All other Board members are free to express their personal opinions, but cannot speak for the Board as a whole.

2.8 BOARD OF TRUSTEE MANUAL

The responsibilities of the Board of Trustees is outlined for new Board members in the [Trustee Manual](#).



APPENDIX A: TRUSTEE SELECTION PROCESS

GRAND COUNTY LIBRARY DISTRICT

PROCEDURE FOR THE SELECTION OF TRUSTEES

1. Manner of announcement of a vacancy or vacancies on the Board of Trustees (BoT)

The existence of one or more vacancies on the BoT due to retirement, resignation or other reason shall be announced by any or all of the following as may be required by local, state or federal law

- Posting notice in prominent locations at each library branch and the District Office and at such other public locations as determined by the BoT.
- Publication of an announcement in one or more local newspapers.
- Public service announcements on local radio stations.
- Posting on the Grand County Library District (GCLD) website and any other websites specified by the BoT.
- Any other method deemed appropriate by the BoT.
- The minimum time period for posting the announcement shall be two weeks.
- The announcement will stipulate the geographic area for which the vacancy or vacancies exist, the term of service, a general outline of the duties, the method of application (e.g. letter of interest or resume), the name, address (physical, mailing and electronic) and telephone number of the person(s) to whom application should be made. Furthermore, it will state that the application is open to all qualified persons without regard to sex, race, creed, or economic status.

2. Statement of job description.

The roles and responsibilities of a Trustee are to

- Promote, protect and advance the Library District.
- Oversee and govern the Executive Director of the Library District.
- Faithfully attend the monthly meetings of the BoT.
- Serve on one or more committees of the BoT.
- Have a strong belief in and commitment to providing library services to the community.
- Become familiar with local, state and federal laws and regulations relating to public library systems.
- Commit to ensuring that GCLD provides broad and equitable public access.
- Possess a firm belief in the importance of the library system to the community at large as well as to governmental agencies to which it is responsible.

- Advocate for libraries.

3. Outline of qualifications for applicant for the trustee position.

Prospective applicants for trustee must be 21 years of age or older and should

- Provide the BoT, Director of the GCLD or other designated person with a letter of interest describing their qualifications and reasons for becoming a trustee.
- Accompany the letter of interest with an up-to-date resume of their professional and public service history.

4. Procedure for the handling (processing) of applications.

Letters of interest accompanied by a resume will be:

- Circulated to the Trustees or application committee for review and evaluation.
- Have receipt acknowledged in timely fashion to sender by mail, courier or e-mail.
- As part of the vetting process the BoT shall, after obtaining the permission of each preferred candidate, pursue a Criminal background by the proper state identification bureau or other approved agency in accordance with state and federal law.

5. Procedure for notifying applicants of interview.

- Applicants selected to be interviewed will be notified of the time, place and circumstances of their interviews with the Director and BoT by voice, mail, courier or e-mail.

6. Selection and rejection of applicants.

The BoT and Director will select and rate their preferred candidate(s) by majority vote and

- Notify the successful candidate(s) by mail, courier or e-mail with a request that they confirm their acceptance in similar fashion making it clear that their selection is not final until their nomination is confirmed by appointment by the County Commissioners.
- In the event that the first choice declines, the BoT may at its sole discretion select their second choice as above.
- In the event that the first choice declines and no other suitable candidate has applied the vacancy will be re-posted in the manner described above.
- Once a candidate has accepted the County Commissioner's appointment the rejected applicants will be notified by mail, courier or e-mail thanking them for their interest and commitment to the library system.

APPENDIX B: TRUSTEE JOB DESCRIPTION

Grand County Library District Trustee Job Description

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader library community by effectively advising the Executive Director in the policies, promotion, and development of the Grand County Library District. Three-year term.

Qualifications

- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice
- Voting resident of Grand County, Colorado
- GCLD library cardholder
- Adds to the diversity of the board by understanding and representing the views and opinions of community members, no matter the origin, age, or background
- Willing and able to give time and talent to the library; schedule permits participating in monthly meetings, occasional committee meetings, special library functions and other community events at which the library is promoted
- Commands confidence and respect in the local community
- Functions well in committees, group discussions, public events
- Ability to assess information and make important decisions
- Courage to state one's views on important issues and speak openly and directly with staff and other Board members
- A strong sense of legal and ethical conduct appropriate to the position

Desirable Traits

- Active in the local community, interested in people — their problems and potentials
- Good communication skills
- Understands library development plans
- Experience with library boards or library operations
- Current library user

Principal Activities - Roles and Responsibilities of a Library Board Member

- Active meeting participation and regular attendance at monthly Library Board Meetings, committee meetings, and special events.

- Understands and makes decisions on library issues — purpose, goals, programs, policies, priorities, and laws affecting libraries.
- Learns and shares knowledge of issues that may affect the library. Reads distributed materials before each meeting.
- Provides counsel, advice and encouragement to the staff. Assists the staff as requested by the library director.
- Advises the library director on library matters and assists in the orderly and efficient management of the library.
- Reviews the annual library budget request.
- Signs checks for payables/payroll in the absence of Executive Director
- Encourages gifts of money to the library.
- Approves library policies and by-laws. (50-3.5)
- Reviews the qualification of any final candidate for the position of library director.
- Participates in the goal setting process for the library board and the library.
- Promotes the library as a quality resource for convenient access to information in a rich variety of formats for the interest, information and enlightenment of all people of the community.
- Represents the library to other community groups and at events.
- Participates as an advocate of the library to governmental and political organizations when legislative or other governmental decisions may impact the library.
- Becomes familiar with the state and national library community. Participates in statewide or regional library events and meetings.

TERM: 3 years on a staggered schedule as established by the by-laws.

Board Officer Job Descriptions (TERM: Two years January-December)

President

- Presides at all board meetings
- In collaboration with the Executive Director, prepares meeting agendas
- Serves as the chief spokesperson for the library board
- Creates committees and appoints members as necessary
- Communicates as necessary with the Executive Director
- Serves as ex-officio member of all committees and attends committee meetings as necessary
- With the Executive Director, gives an annual “State of the Library” report to the Grand County Commissioners

Vice President

- Fulfills the obligations of the President in his or her absence.

Treasurer

- Serves as the chair of the Finance Committee and serves on other committees as directed by the Board President
- In collaboration with the Executive Director and Finance Director, officially authorizes preparation of GCLD budgets, audits and other financial reporting
- Understands the financial functions, activities, and reporting of the GCLD and officially represents them to the public
- Serves as the Treasurer of the Grand County Library Foundation

Secretary

- Presides at board meetings in the absence of the President//Vice President
- Takes notes during executive sessions
- Creates Letter to Commissioners for appointment of a new trustee or other correspondence

APPENDIX C: TRUSTEE REAPPOINTMENT PROCESS

Grand County Library District

Trustee Reappointment Process

Trustee Terms

Trustees serve three-year terms on a schedule established by the by-laws. Trustees are welcome to apply for recommendation for reappointment for additional three-year terms. The Board of Trustees (BoT) make recommendations to the County Commissioners for reappointment on an individual trustee basis. Trustees wishing to serve additional 3-year terms should apply in writing to the President of the BoT not less than three months prior to the expiration of their current term.

Trustee Reappointment Committee

Applications for reappointment will be addressed by a special committee of the Board of Trustees, the Trustee Reappointment Committee. The chair of the Trustee Reappointment Committee and two additional Committee members will be appointed by the Board President.

Trustee Reappointment Process

- Each Committee member will individually complete the Trustee Evaluation Tool for each trustee seeking reappointment.
- The Committee meets to compile results for each trustee seeking reappointment, creating a recommendation.
- The Board will then consider a motion to recommend or not recommend the reappointment.
- The Board of Trustees' decision will then be sent to the County Commissioners for their consideration of reappointment.

APPENDIX D: PROTOCOL FOR PUBLIC MEETINGS

Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees

The following policies shall apply to the Public Comment portion of the agenda at all regular monthly meetings and special meetings of the Grand County Library District (GCLD) Board of Trustees:

1. A specific start and ending time for public comment will be included in the agenda for the meeting, as determined by the President. The notice of meeting will conform to any requirements of the bylaws of GCLD.
2. Persons wishing to provide public comment must sign a sign-up sheet prior to the start of the public comment period of the agenda, and provide their name, mailing address, telephone number, the name of any affiliated organization for which they have been authorized to provide comment (if any), and the general topic or issue on which they desire to comment. A copy of this protocol will be available with the sign-up sheet.
3. Each person will be allowed 3 minutes to provide comment.
4. Personal attacks on board members or others, comments that are or would tend to be considered profane or otherwise unacceptable, and issues involving current or former employees and their employment status or relationship to GCLD are not appropriate for comment, and may be halted and excluded at the discretion of the President.
5. The President will reasonably accommodate the needs of persons with a disability in providing comment; provided, however, that the person needing an accommodation must make a request for such accommodation, directed to the Library Director, no later than 48 hours prior to the scheduled commencement of the meeting.

APPENDIX E: STRATEGIC PLAN
