

JOHN TOMAY MEMORIAL LIBRARY BY-LAWS

Article I. Name

The name of this organization is the *Board of Trustees of the John Tomay Memorial Library* (hereinafter the Board, the JTML Board, or Board of Trustees). The library, named the John Tomay Memorial Library, is located in Georgetown, Colorado, and is a member of the Clear Creek County Library District. The Board shall generally proceed according to, but not be bound by, those duties and responsibilities authorized by Colorado Revised Statutes 24-90-109 and any future revisions.

Article II. Membership and Responsibilities

1. The John Tomay Memorial Library Board of Trustees is comprised of seven trustees appointed by the Clear Creek County Library District Board of Trustees (hereinafter the CCCLD Board or District Board). The JTML Board shall make membership nominations to the CCCLD Board. A simple majority vote of the CCCLD Board is required to ratify a nomination. If the CCCLD Board does not act on the nomination within 60 days, the nominee will be deemed appointed.
2. Each trustee shall be appointed for a term of five years, with no member serving more than two consecutive terms or 12 years. Vacancies shall be filled for unexpired terms by appointment by the JTML Board of Trustees. A letter of recommendation will be sent to the CCCLD Board for approval and appointment.
3. A trustee must be at least 18 years of age and a legal resident of Clear Creek County.
4. A trustee may resign if he or she is no longer able to fulfill the duties expected of the position by giving twenty (20) days' notice of intent to resign. A letter of resignation shall be submitted to the JTML Board and a copy of the letter shall also be sent to the President of the CCCLD Board.
5. A trustee can be removed only by a majority vote of the JTML Board *or* the CCCLD Board and only upon a showing of good cause. Good cause shall include but not be limited to the following:
 - a. Failure to discharge duties, which includes but is not limited to three (3) unexcused absences in a one-year period;
 - b. Personally benefiting financially or otherwise, directly or indirectly, as a result of his or her position and participation on the Board without full disclosure of such potential benefit in advance.
6. A trustee shall avoid situations that would bring about a conflict of interest because of associations with the Board. If a conflict of interest should arise, the trustee with the conflict shall abstain from participation and from voting on any matters that may constitute a conflict of interest. If, in the determination of the Board, a trustee has a conflict of interest that cannot be resolved, his or her resignation from the Board shall be tendered.

7. A trustee shall not receive a salary or compensation for his or her services as a trustee, but necessary travel and subsistence expenses actually incurred may be paid from the library fund.
8. The Board's responsibilities shall include:
 - a. Adopt bylaws and regulations for its own guidance and for the direction of the library as seems expedient.
 - b. Be responsible for the library service to the community served by the local library.
 - c. Interpret and implement District Board policy.
 - d. Formulate policy respecting the development and operation of the library building in cooperation with the District Board, but not take an active role in the day-to-day management of the library
 - e. In conjunction with the District Board, establish and maintain standards for hours of service and types of local service.
 - f. Enter into such contracts as are necessary for the operation and maintenance of the library building.
 - g. Consult with and report on a regular basis to the Library District regarding usage made of the library, the services offered by the library as well as the needs of the library.
 - h. Work with Building Library Director regarding decisions affecting the local building, including its appearance, layout and usage.
 - i. Develop a budget for the building with the Building Library Director, and monitor the budget during the course of the year.
 - j. Authorize the purchase of library materials and equipment, according to District policies, and authorize line-item changes to the budget that do not change the budget total during the course of the year.
 - k. Undertake local library promotion and public relations, campaigns in the community through posters, newspaper reports, pamphlets, etc., to inform the community about the library.
 - l. Take responsibility for special library programming such as story hours, film shows, guest speakers, displays, shut-in services, service to institutions, etc., to improve the services offered by the library.
 - m. Recommend programs and materials relevant to the interests and requirements of the community.
 - n. Assist in the selection of Library Director for the building, and recommend to the District Board the removal of the Library Director, if necessary.
 - o. Work with the Library Director and, following the guidelines of the District personnel policies, hire other employees as necessary.
 - p. Work cooperatively with other educational, cultural and service agencies in the community such as the school, community college, recreational board, historical society, etc.
 - q. Make recommendations regarding the use of gifts for library use.
 - r. Act as a mediator in matters involving freedom to read disputes with citizens.
 - s. Cooperate with local foundation and/or Friends of the Library or other volunteer organizations.
 - t. Any other duties delegated to it by the District Library Board.

Article III. Officers and Duties

1. The officers shall be a president, a vice-president, a secretary and a treasurer, elected from among the appointed trustees at the annual meeting of the Board in September.

2. A nominating committee shall be appointed by the president at least one month prior to the annual meeting in September. This committee will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. If requested, voting may be by paper ballot.
3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly selected. No member may serve in one office longer than two consecutive years.
4. The president shall preside at all meetings of the Board, authorize calls for any special meeting, 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.
5. The vice-president, in the event of the absence or disability of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.
6. The secretary shall keep a true and accurate record of all meetings of the Board and perform such other duties as are generally associated with that office.
7. The treasurer shall be the financial officer of the Board and shall perform such duties as generally devolve on the office. An annual audit of the accounts may be requested and arranged by the Board, in accordance with generally accepted accounting practices.
8. In the absence or disability of any officer, his or her duties shall be performed by such other members of the Board as the Board may designate.

Article IV. Meetings

1. The Board of Trustees shall have at least nine meetings each year, in addition to the annual meeting. The Board shall abide by all requirements of Colorado law (Colo. Rev. Stat. §§ 24-6-401 and 24-6-402) regarding open meetings and notification.
2. The annual meeting, which shall be for the purpose of the election of officers, shall be held in September of each year.
3. Special meetings may be called by the president or at the request of three members of the Board. The business to be transacted will be stated in the call for the meeting.
4. A quorum for the transaction of all business at Board meetings shall consist of four members of the Board present in person.
5. The order of business for each regular meeting of the Board shall include the following, not necessarily in the order listed.

Call to order

Roll call

Minutes of the previous meeting for action

Correspondence of the Board
Recognition of visitors and establishing time limits for presentations
Report of the librarian, to include statistical and program information
Reports of officers and committees
Unfinished business
New business
Adjournment

Article V. Committees

1. The Board of Trustees may function as a committee of the whole without appointment of standing committees.
2. The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one year by appointment of the president.
3. Special committees may be authorized and appointed by the president for special, limited purposes and shall serve only until completion of the assignment.

Article VI. Parliamentary Authority

Robert's Rules of Order, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable.

Article VII. Amendments

Amendments to these by-laws or to any policy documents of the Board may be adopted by an affirmative vote of five of the seven members of the board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed.

ADOPTED by the Board of Trustees on November 23, 1992. AMENDED by the Board of Trustees on November 22, 2004.