Bylaws of the Nederland Community Library District in Boulder County, Colorado

Article 1: Name and Authority

1.1 The name of this organization is the Nederland Community Library District (herein known as "the District") located in: Nederland, Boulder County, Colorado. The District does business as the Nederland Community Library.

1.2 The District is a unit of local government under the aegis of the State of Colorado Department of Local Government. It was established by vote of electors in the proposed District November 5, 2002, and by resolution of the Boulder County Commissioners dated March 27, 2003. The District operates under the authority of, and according to the duties and responsibilities outlined in, Colorado Revised Statutes 24-90-1 (the Colorado Library Law); C.R.S. 24-6-4 (Open Meetings Law); C.R.S. 24-90-4 (State Grants for Libraries Law); C.R.S. 29-1-1 (Local Government Budget Law of Colorado), C.R.S. 1-45-1 (Fair Campaign Practices Act and subsequent roles); and the "Gallagher Amendment" mandating annual reviews of property values and a 46%-54% split between residential and business property taxation; and other applicable statutes.

Article 2: Area of District

2.1 The area served by the District is that portion of Boulder County within a five-mile radius of the Nederland Town Hall (1st Street at Highway 72 South) and not within any other currently established Library District (e.g. Gilpin County Library District). This area includes the Town of Nederland; Highway 72 north to approximately the University of Colorado Research Station Road (C.R. 116); the Glacier Lake area, portions of upper Sugarloaf Road to approximately Silver Springs and Switzerland Park; Caribou Ranch; Cold Springs; Ridge Road, St. Anton Highlands and Bonanza Estates; portions of upper Magnolia Road and Lazy Z Road; portions of Highway 72 south to approximately Pinecliffe; Haul Road; Eldora, Eldora Ski Resort, Hessie and 4th of July Road; Caribou Road and Beaver Valley Estates.

Article 3: Board membership

3.1 The District is governed by a Board of Trustees. The Board is comprised of five to seven trustees appointed by the Commissioners of Boulder County upon recommendation by the current Board. The original trustees were appointed for staggered terms; each subsequent trustee is appointed for a three-year term unless filling the remainder of a term vacated by an appointed trustee. Trustees may be appointed for five subsequent terms (these may be consecutive), regardless of the length of the initial term.

A trustee shall indicate in writing his or her desire to be appointed to a subsequent term no later than 30 days prior to the end of his or her term.

3.2 The Board can include non-voting, ex-officio members deemed useful to carry out various duties. The Library Director is an ex-officio member.

3.3 A trustee must be at least 18 years of age and a legal resident of the Library District and of the State of Colorado.

3.4 A trustee shall resign if he or she is no longer able to fulfill the duties expected of the position by giving the Board thirty (30) days written notice of intent to resign. The Board shall advertise for and actively seek candidates to recommend to the Boulder County Commissioners to fill any vacancy.

3.5 A trustee shall be recommended to the County Commissioners for removal from office only by a two-thirds vote of the full voting membership of the Board, and only upon a showing of good cause. Good cause shall include, but not be limited to, the following:

3.5.1 Failure to discharge duties, including but not limited to three (3) unexcused absences in a one-year period;

3.5.2 Personally benefiting financially, directly or indirectly, as a result of his or her position and participation on the Board.

3.5.3 Acting in such a manner as to obstruct the Board, other trustees, or Library staff in the performance of their assigned and lawful duties.

3.6 A trustee shall avoid situations that could bring about a conflict of interest because of associations with the Board. Board members must sign an affirmation of office to uphold Colorado Library Law upon joining the board. If a conflict of interest arises or might arise in a particular matter before the Board, the trustee with the conflict shall abstain from participation and from voting on that matter. If, in the determination of a majority of the Board members, a trustee has a conflict of interest that cannot be resolved, the Board shall recommend to the County Commissioners that the trustee be removed from office.

3.7 A trustee shall not receive a salary or compensation for his or her services as trustee. Necessary and actual travel and subsistence expenses and authorized purchases may be reimbursed from the library budget.

Article 4: Board Responsibilities

4.1 Adopt bylaws and regulations for its own guidance and for the management of the Library as deemed expedient.

4.2 Employ a library director and other staff as necessary. The Board shall establish written guidelines and job expectations for employees and shall review their performance according to criteria established in board policies and submit such review(s) to the employees in writing.

4.3 Set goals for the development and direction of the Library and periodically review these goals with staff.

4.4 Consult with the library director about District residents' interests and concerns about the Library and about planning for Library services and programs in response to community needs.

4.5 Approve an annual budget and authorize expenditures necessary to maintain and operate the Library during the ensuing year, in relation to District tax revenue projected and collected by the Boulder County Assessor.

4.6 Submit financial records for audit as required by law.

4.7 Seek funds from any lawful governmental and non-governmental agency, individual, or organization for the support of the Library. Make decisions regarding the acceptance of donations for the benefit of the Library according to board policy.

4.8 Enter into such contracts as are necessary for the development, operation and maintenance of the Library.

4.9 Employ and appoint an attorney, an accountant and other professional agents as necessary.

4.10 Lease, purchase, or cause to be built or remodeled facilities for Library use, and acquire such other property as may be needed to fulfill Library goals.

4.11 Develop and maintain policies deemed necessary to the effective and legal operation of the Library.

4.12 Develop and maintain cooperative relations with area groups and individuals for the benefit of all District residents.

4.13 Maintain cooperative relationships with regional and state libraries and library associations.

4.14 Take all other actions necessary for the proper, safe, orderly and efficient management of the Library.

Article 5: Officers and Their Duties

5.1 Officers of the Board shall be: President, Vice President, Archivist, and Treasurer, each elected from among the appointed trustees at the December meeting of the Board.

5.2 The President shall develop a monthly meeting agenda; preside at all meetings of the Board; authorize special meetings; appoint all committees; execute all documents authorized by the Board except those related to employee administration; serve as an ex-officio member of all committees, and generally perform all duties associated with the office of President. The President shall be authorized, as an alternate to the Treasurer, to sign all checks associated with the maintenance and cooperation of the Library.

5.3 The Vice-President shall fill the duties of the President in the President's absence.

5.4 The Archivist shall keep a full and accurate record of all meetings of the Board; distribute copies of minutes to the Board prior to the following meeting; make public announcements of meetings; maintain a manual that includes policies, bylaws, meeting minutes, documents related to the establishment of the District, and District reports to county and state agencies; and perform related duties assigned by the President or the Board.

5.5 The Treasurer shall be the financial officer of the Board and shall perform duties generally associated with that office, including overseeing budget development; preparing for audits, and signing all checks for the maintenance and operation of the library. The Treasurer also is responsible for the payment of staff salaries and wages and the withholding and payment of legal and appropriate taxes.

5.6 One member of the Board of Trustees shall serve as Employee Administrator for Library staff. As Employee Administrator, this Trustee prepares documents for Board approval relating to hiring, evaluation, discipline and dismissal of Library staff, benefits such as life and health insurance and retirement plans, and legally mandated withholding of income taxes, F.I.C.A., workers' compensation, and unemployment taxes.

5.7 The specific duties assigned to one officer may be performed by another member of the Board if a majority of the Board agrees.

5.8 In the absence or disability of any officer, the officers' duties shall be performed by such other trustees as the Board may designate.

5.9 Officers shall serve a term of two years from the January meeting year at which they are elected and until their successors are duly selected. Thirty days from the end of an officer's term, he or she shall give the Board written notice of intent to seek a subsequent term or resign the position. Officers may seek an unlimited number of consecutive terms.

Article 6: Meetings

6.1 The Board shall designate a regular meeting date to be posted publicly. The Board shall abide by all requirements of Colorado law regarding open meetings and notification.

6.2 Written notice of the meetings, and an agenda, shall be given to each trustee personally or by mail or electronic communication at least five days prior to the meeting. The agenda shall include a roll call; approval of minutes of the previous meeting; recognition of visitors and allowance for public comment; reports from officers, committees and the library director; completion of unfinished business; and discussion of new business presented by a trustee prior to, or at the beginning of, the meeting. Reports should be circulated among trustees prior to the meeting, and paper copies of such reports must be available at the meeting.

6.3 The annual meeting for the purpose of the election of officers shall be held in January of each year.

6.4 Special meetings may be called by the President or at the request of a simple majority of the Board. The business to be transacted shall be stated in the call for the meeting. Trustees must be notified by written, electronic or personal communication at least five days prior to special meetings, and the public must be given at least 24 hours' notice.

6.5 A quorum for the transaction of all business at a Board meeting shall consist of a simple majority of the appointed trustees. The act of a majority of the trustees present at a Board meeting at which a quorum is present shall be deemed an act of the whole Board.

6.6 Any trustee may participate in Board meetings by any means of communication through which the other trustees can hear and respond verbally during the meeting. A trustee participating in a meeting by this means shall be deemed present in person at such meeting.

6.7 Meetings shall be conducted according to working agreements used by other boards and organizations in the Nederland community, to wit:

--We start and end on time

-- We listen for understanding
--We are open to all ideas
-- We don't interrupt the speaker
-- We are hard on issues, not the person
-- We disagree respectfully
-- We use mediation to resolve conflict
-- We do our homework and are brief and concise
-- We all support the legitimacy of a Board decision, even if we voted against it.

6.8 Proceedings of the Board shall be governed generally by Robert's Rules of Order, latest revision, except that issues not involving personnel decisions or the expenditure of funds may be resolved by a consensus procedure articulated in advance by the presiding officer.

Article 7: Committees

7.1 The Board may function as a committee of the whole. In such cases the President vacates the chair during committee deliberations, and resumes the chair when the committee adjourns and reports to the Board.

7.2 The Board may authorize standing committees for continuing tasks (e.g. Collection Management, Facilities, Program). Standing committees shall be appointed by the President, and report regularly to the Board.

7.3 The Board may authorize ad-hoc committees that serve only until completion of a specific assignment. Members of ad-hoc committees shall be appointed by the President, and report regularly to the Board.

7.4 No committee can take action that properly belongs to the Board's authority, especially any action that commits the District to a public or legal position, an expenditure of District funds, or a disposal of District assets.

Article 8: Budget

8.1 The District budget process is governed by Colorado Revised Statutes 24-90-1 (the Colorado Library Law); C.R.S. 24-6-4 (Open Meetings Law); and C.R.S. 29-1-1 (Local Government Budget Law of Colorado).

8.2 By October 15 of each year, the Treasurer must submit to the Board a proposed annual budget for the subsequent fiscal year based on the current year's budget experience and the Treasurer's best information regarding projected tax revenues and projected future expenses. The Board shall then post or publish a "Notice of Budget Hearing" and set a date for a public hearing to approve the budget as provided by law.

8.3 By December 15 of each year the Treasurer shall certify the next year's mill levy to the Boulder County Commissioners and shall present to the Board a "Resolution to Appropriate Funds" for the next fiscal year.

8.4 By January 31 of each year the Treasurer shall file a certified copy of the annual budget with the Colorado Department of Local Government and the Boulder County Assessor, as provided by law.

8.5 The Board shall develop and implement a purchase policy for the guidance of Board trustees, the Library Director and other staff. The Library Director may be authorized by the Board to make purchases of library collection materials, program materials and office supplies within the purchase policy guidelines.

Article 9: Amendments

Amendments to these bylaws must be adopted by an affirmative vote of a majority plus one trustees of the Board, provided an accessible written notice of the proposed amendment shall have been distributed to all trustees at least ten days prior to the meeting at which the proposed amendment is to be voted upon.

Adopted May 5, 2003; Revised November 1, 2006; Revised April 22, 2020; Approved May 27, 2020; January 28, 2026