

**Southern Peaks Public Library
Board of Trustee By-Laws 1999**

General Statement:

**Alamosa City Charter
Article XVII. Public Library**

Section 1. Library Board

The Public Library Board shall consist of nine members of whom seven shall be appointed by the council. Their term of office shall be for five years, so appointed that one member's term shall expire each year. A member of City Council and the City Manager shall be ex officio members of the Library Board. Council may, by agreement, delegate all or any part of its appointment powers hereunder to any other governmental entity which participates by said agreement in the financial support of the Public Library.

Section 2. Support

The City Council may levy up to one and one-half mills per year for the support of the Public Library. Director of Finance shall be the custodian of these funds along with other funds of the city and shall disburse library funds only after the approval by the Library Board.

Section 3. Annual Report

The Library Board shall make an annual report of its activities to the City Council at the end of each fiscal year.

Section 4. Functions

The Library Board shall be in full charge of the operation of the Library and it shall perform any other functions necessary to make the library serve its maximum function. The Library Board shall have all other powers and duties as provided by statute or by ordinance.

Library Board of Trustees By-Laws 1999

I. The name of this organization is: Board of Trustees for the Alamosa Southern Peaks Public Library.

II. The purpose of the Board is to operate the Library in accordance with the Alamosa City Charter.

III. Constituency: The constituency served by this Board is the Residents of Alamosa County.

IV. Board appointment and Officers:

A. According to Article XVII Section 1 of Alamosa City Charter:

1. The Public Library Board shall consist of nine members of whom seven shall be appointed by the Council. Their term of office shall be for five years, so appointed that one member's term shall expire each year. The Mayor, or his designee, and City Manager shall be ex-officio members of the Library Board. Council may, by agreement, delegate all or any part of its appointment powers hereunder to any other governmental entity which participates by said agreement in the financial support of the Public Library.

2. Terms will begin with the July meeting.

B. Vacancies on the Library Board will be filled as soon as possible for the remainder of the vacated term by the normal means of appointment. The Library Board may offer recommendations with the list of applicants submitted to City Council.

C. Officers of the Library Board are:

CHAIRMAN - presides at all meetings, and appoints committees.

VICE-CHAIRMAN - acts in lieu of Chairman.

SECRETARY - keeps record of proceedings of Library Board meetings.

D. Election of Board officers shall be in May of odd numbered years.

E. The term of office shall be for two years beginning with the July meeting.

F. In event of vacancy, the Chairman shall appoint another Library Board member to fill the unexpired term.

G. 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 public library fund.

H. A Library trustee may be removed only by a majority vote of the appointing legislative body or bodies, or upon a showing of good cause.

V. Regular Library Board meetings:

A. Shall be at the Library.

B. Shall be at a time established by the board.

C. Shall be on the fourth Tuesday of each month.

D. Time and place of meetings shall be posted at the Library.

E. Shall be open to the public. (Time limit may be requested by Board Chairman.)

F. Normal Business shall be:

1. Approval of agenda.
2. Review of minutes.
3. Review of previous month's financial activity.
4. Review of previous month's statistical report.

5. Director's report.
6. Consideration of old and new business.
7. Setting the date for the next meeting.
8. Adjournment.

G. Special Library Board meetings may be called by the Chairman.

VI. Attendance Requirements: Members should attempt to attend all meetings. Resignation may be requested from any member who misses either two consecutive meetings or any four meetings during the course of the year.

VII. Quorum: A quorum shall consist of 51% of the Library Board members.

VIII. Board functions:

- A. Hire and evaluate Library Director.
- B. Prepare budget.
- C. Work with Librarian in formation of new policy and changing of existing policy.
- D. Work with Librarian to establish goals and objectives.
- E. Special committees may be formed and appointed by the Chairman as deemed necessary.

IX. Required Reports:

- A. Budget-----Prepare and approve for distribution to funding agencies by the September meeting.
- B. Annual Report-----Prepare and approve for distribution to State Library, SWRLSS, Alamosa County Commissioners, and Alamosa City Council by the February meeting.

X. Amendments to these By-Laws can take place over the course of not less than two consecutive regular meetings by a majority vote of a quorum.

XI. Motion relating to policy or regulation must be continued over for final decision at a subsequent meeting.

XII. The normal conduct of meetings shall be in accordance with ***Robert's Rules of Order***.

Revised Nov. 1999