

Irene S. Sweetkind
Public Library
Town of Cochiti Lake, New Mexico

BOARD BYLAWS

ARTICLE I AUTHORIZATION

SECTION 1. Ordinance 1974-7 of the Town of Cochiti Lake and subsequent amendments thereto created the Town of Cochiti Lake Public Library Board as a volunteer board appointed by the Assembly to serve at the Assembly's pleasure.

SECTION 2. The duties and responsibilities of the Board are provided in the Ordinance.

SECTION 3. The Ordinance charges the Board to adopt By-laws to govern its conduct that are consistent with the Ordinance and provide for their amendment.

ARTICLE II MEMBERS

SECTION 1. Prerequisites for membership on the Board requires

- a.) having displayed an interest in the development and growth of the library;
- b.) holding a library card;
- c.) being current in all financial obligations to the town and library.

SECTION 2. A vacancy on the Board occurs upon resignation or at the end of the appointed term.

SECTION 3. Candidates for Board vacancies shall be interviewed by current Board members who then forward a recommendation to the Assembly for appointment. The interview will include a statement of expected responsibilities and duties of all Board members.

SECTION 4. Membership on the Board will be effective at the close of the Assembly meeting at which the appointment is made.

ARTICLE III OFFICERS

SECTION 1. Officers of the Board and their duties shall be as follows:

A. Chairperson

1. Conduct Board meetings

2. Prepare and post the agenda for regularly scheduled quarterly meetings at least 24 hours in advance. Prepare and post the notice and agenda for work sessions and any other called meetings at least 3 days in advance.
3. Coordinate with the Library Director on all matters pertaining to Library functions and Board business
4. Assist with planning and implementation of Library programs.
5. With approval of the Board, appoint committees deemed necessary to conduct Board business.
6. Assist in the Library budget process.

B. Vice-Chairperson

1. Conduct Board meetings and business in the absence of the Chairperson.
2. Consult with Chairperson regarding preparation of agenda items.
3. Assist in the Library budget process

C. Treasurer

1. Review monthly financial statements.
2. Give a quarterly financial report to the Board
3. Assist in the Library budget process.

D. Secretary

1. Take minutes at all Board meetings.
2. Prepare and distribute draft minutes within ten days of the meeting.
3. Distribute meeting agendas and notices of special meetings to Members in a timely manner.
4. Maintain official records of the Board.

5. Forward to the Assembly all adopted minutes, policies and procedures.

SECTION 2. Officers shall be elected annually at the July meeting and serve until their resignation or the election of their replacement. A Member may hold more than one office concurrently. In the event any officer resigns during his/her term of office, a special election may called.

ARTICLE III MEETINGS

SECTION 1. Regular meetings of the Board will be held quarterly in July, October, January and April on the third Tuesday of the month at 9:00 a.m. in the Library. The agenda will be posted at least 24 hours in advance as well as distributed to Board Members.

SECTION 2. No less than two (2) planning/work sessions will be held each year to insure the reports and plans required by the New Mexico State Library are in place.

SECTION 3. The Chairperson may call special meetings as may be required.

SECTION 4. Notices and agendas for all special meetings, planning and work sessions shall be posted at least three (3) days in advance of the meeting and distributed to Board Members.

SECTION 5. Meetings will be governed by the procedures in Robert's Rules of Order.

SECTION 6. A quorum shall consist of a simple majority. A Member shall be considered present if participating by conference telephone or similar communications equipment by which the Member can be identified and heard simultaneously by all present at the meeting.

SECTION 7. The budget for the upcoming fiscal year shall be presented at the April meeting. Officers shall be elected at the July meeting.

ARTICLE IV COMMITTEES

SECTION 1: The Chairperson may, with the approval of the Board, appoint advisory Committees to the Board.

SECTION 2: Any such Committee shall be given a written statement as to its purpose and a deadline for a written report to the Board.

SECTION 3: Members of any such Committee may be members of the Library Board, Library Volunteers, Library patrons, town residents or other persons approved by the Board.

ARTICLE V LIBRARY DIRECTOR

SECTION 1. The Library Director keeps the Board informed on all aspects of Library operations.

SECTION 2. The Director has sole charge of the day to day administration of the Library including implementing the policies promulgated by the Board.

SECTION 3. The Library Director attends Board meetings as an Ex-officio Member with no voting power and will be excused from any portions at which her evaluation may be considered.

ARTICLE VI REVIEW AND AMENDMENTS.

SECTION 1. The Bylaws shall be reviewed annually by the Board or Committee of the Board charged with the task. Review of recommendations for changes shall be approved by a quorum of the Board at any regular meeting of the Board and must be an item on the Agenda. Board Members must be notified ahead of time that the item is on the agenda.

ADOPTED : _March 31, 2009

Claralyn Howard, Secretary