

# BY-LAWS

## Of the Board of Trustees of the Hudson Public Library of Hudson, Colorado Reviewed, no changes, approved March 20, 2019

Board Members Present: Cathy Bollers, Barbara Baker, Sally Harms, Jo Bowen, Danette Kramer, Judy McGill, Leonard Roskop, and Terri Redden. Also present Jamie Jeffries, representing Lochbuie.

### ARTICLE I Name

This organization shall be called "The Board of Trustees" of the Hudson Public Library, hereinafter referred to as The Board.

### ARTICLE II Meetings

Section 1 The regular meeting shall be held once each month, except when deemed necessary for a different time by the Chairperson. The date and hour shall be set by The Board.

Section 2 Special meetings shall be held at the call of the Chairperson or upon request of two members for the transaction of business stated in the call for the meeting.

Section 3 The annual meeting shall be for the purpose of the election of officers and held at the time of the regular meeting in February of each year.

Section 4 A quorum for the transaction of business at any meeting shall consist of four members of The Board present in person or by Proxy vote.

Section 5 Except as otherwise provided for in these By-Laws or by State Law or Hudson Ordinance, Robert's Rules of Order shall govern

the conduct of these meetings.

Section 6 The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence as given so far as circumstances permit:

- (a) Call to order
- (b) Attendance
- (c) Disposition of minutes of regular and special meetings
- (d) Financial report
- (e) Action on bills
- (f) Progress and service report by Library Director
- (g) Committee reports
- (h) Communications
- (i) Unfinished business
- (j) New business
- (k) Adjournment

### ARTICLE III Membership

Section 1 The Board shall consist of seven (7) at large members, representing all areas of the district, who by statute are appointed by the Town Trustees from recommendations made by The Board.

Section 2 Board members are appointed for a term of five (5) years.

Section 3 Those to replace outgoing members on expiration of their terms shall be nominated for membership by The Board at the regular December meeting. Their names shall be submitted to the Town Trustees for approval.

Section 4 The unexpired term of a member on The Board shall be filled by The Board nomination and approval of the Town Trustees at the

earliest regular Board meeting after such vacancy occurs.

Section 5 Any member may be removed from office after missing three consecutive regular Board meetings and by majority vote of The Board.

#### ARTICLE IV OFFICERS

Section 1 The officers shall be a Chairperson, Vice-Chairperson, a Secretary, and a treasurer elected from the Trustees at the annual meetings of The Board.

Section 2 The Chairperson shall preside at all meetings of The Board; authorize calls for any special meetings, appoint all committees, execute all documents authorized by The Board, and perform such duties as are generally associated with the office. The Chairperson shall oversee a review of policies and procedures every two years.

Section 3 The Vice-Chairperson shall preside at any meeting of the Board in the absence of the Chairperson. In the prolonged absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

Section 4 The Secretary shall keep a true and accurate record of all meetings of The Board and shall perform all duties as are generally associated with the office.

Section 5 The office of Treasurer shall be bonded as required by the Town Board, and shall keep and bear records of the office of Treasurer and administer funds as directed by The Board. The Treasurer shall be allowed to remain in office for longer than two years.

Section 6 There are no term limits for officers on the The Board.

ARTICLE V LIBRARY STAFF

Section 1 The Board shall appoint the Library Director. The Library Director shall be the executive and administrative officer of the Library on behalf of The Board, yet under its direction. The Library Director is responsible for the efficiency of the library under the financial conditions set forth in the annual budget.  
The Library director has full responsibility and authority to deal with personnel issues.

ARTICLE VI GENERAL

Section 1 An Affirmative vote of the majority of members of The Board present at the time shall be necessary to approve any action by The Board.

Section 2 The By-Laws may be amended by a majority vote of the members present at any regular meeting of The Board after the proposed change has been presented at a previous meeting.

Section 3 Upon presentation of invoice with discount, payment can and shall be made by the Treasurer without prior approval by The Board. The paid invoice must be presented to The Board at the next scheduled meeting for formal approval.

POLICIES FOR THE HUDSON PUBLIC LIBRARY AS SET BY THE BOARD OF TRUSTEES OF THE TOWN OF HUDSON LIBRARY BOARD

I General Objective

The Hudson Public Library will include a general collection and any

special, cultural, or vocational material appropriate for the neighborhood. Neighborhoods change constantly, and librarians must be aware of and anticipate the changing needs of the community. By providing a variety of materials throughout the library, the Town will be enriched.

## II Intellectual Freedom Policies and Right to Read

### A. The Freedom to Read

1. It is in the public interest for publishers and Library Directors to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

2. Publishers, Library Directors, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and Library Directors, as guardians of people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and Library Directors to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

### B. The Library Bill of Rights

1. Libraries are forums for information and ideas.
2. Books and other library resources should provide for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
3. Libraries should provide materials and information representing all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
4. Libraries should challenge censorship in the fulfillment of the responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
7. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

#### C. Right to Read

The right to read is useless without the ability to read. The Board is attacking the problem of illiteracy through the efforts of the public library. These efforts include acquisition of special materials for the new reader, introduction to useful information in non-print form, and leadership in helping to form literacy programs.

#### D. Privacy of User Records.

Abide by the state laws.

### III BOOK SELECTION

The Hudson Public Library has adopted the American Library Association's Bill of Rights and attempts to follow its objectives. It will attempt to maintain a true balance between its duty to make available an honest presentation of both sides of every public question and its determination not to allow itself to be used

as a propaganda agency for any organization or group. Within budget limitations those books that will best satisfy the needs of the clientele will be selected according to the following established criteria:

1. Permanent value
2. Accurate information
3. Authoritativeness
4. Author's reputation and significance
5. Reputation and standing of publisher
6. Clear presentation and readability
7. Social significance
8. Price
9. Scarcity of material published on the subject
10. Availability of material elsewhere: other libraries, inexpensive editions, etc.
11. Elimination of the unimportant, the cheap and trivial, the deliberately distorted, sensational, or perverse
12. Presentation of all sides of controversial issues: labor-management, racism, population control, ecology, etc.
13. Balancing of special group interests with general demand.
14. Inclusion of books of doubtful value occasionally for their timeliness such as campaign biographies, psychic phenomena, health fads, etc.

#### IV Non-Print Materials Selection

The non-print materials purchased by the library will include any type of material within financial means of the library. Those criteria for book selection which apply to non-print materials will be used as guidelines.

#### V Reconsideration of Books or Other Library Material

Complaints in the area of intellectual freedom should first lead to a dialogue between the librarian and the patron(s) making the complaint. The Library Director should explain the function of the library, go over the materials' selection policy and show how the questioned material fits into the library's

policy. If this does not resolve the question, a formal review procedure will be available for the patron to use. The process begins with a written request for reconsideration of library materials. The Board of the Hudson Public Library will sit in review of the complaint. The sample Complaint Form the Library Board will use is shown in Exhibit A.

## VI Loan Policies – Reference Hudson Public Library Policies and Procedures 8/2007

## VII Gifts, Donations, and Special Collections

The library makes every effort to dispose of all gift material that it cannot use to the very best advantage. Once a gift is accepted by the library, it is clearly understood that it becomes the property of the library. No tax evaluation will be made as the Library Director is rarely considered qualified to make such determinations.

## VIII Displays and Exhibits

Displays and exhibits may be placed in the library at the discretion of the Library Director and/or Library Board. Any display, which is accepted, shall be removed at a later date the request of the Library Director/Library Board because of space requirements or lack of public interest, or other sufficient reason.

## IX Disposal of Library Property

At the request of the Library Director, disposal occurs at the direction of the Board of the Library.

## X Policy Review

All policies are to be reviewed on an as needed basis, but not less than every two years.

## XI Open Door Policy

The Library Board meetings are open to all members of the public. If a person wishes to address The Board, that person must call the Library Director at least 24 hours before the meeting to get on the agenda. There will be a three-minute time allotment given to persons addressing The Board.

## XII Reference Liability

The Hudson Public Library Board Members and staff assume no liability for information provided, nor for its potential or future use by the public.