

# **Basalt Regional Library District**

## **Board of Trustee Meeting Policy**

### **Board Policy**

It is the policy of the Basalt Regional Library Board of Trustees to maintain consistency with regard to meetings of the Board and its committee work sessions, recognizing that members of the community may wish to attend meetings.

### **Administrative Policy**

Basalt Regional Library District strives to ensure members of the community have adequate notice of Board and committee meetings in an attempt to provide access to meetings for the largest number of citizens as possible. In order to maintain consistency in the meeting formats and meeting changes, the following procedures have been implemented.

### **Procedures**

#### **Regular Meetings**

Regular meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library. By Colorado Statute, the public will be given at least twenty-four hours' notice of any meeting and its agenda. The Board reserves the right to cancel regular board meetings for any reason at any time. The public will be given as much notice as possible of any changes or cancellations.

The public is invited to all meetings of the Board of Trustees and shall have an opportunity to speak before the Board. The public comment procedure shall be as follows:

- Individuals who wish to comment on items not on the agenda may speak before the Board by signing up prior to the call to order.
- Individuals may speak about an agenda item at the time of request for public comment on the agenda item by signing up prior to the call to order.
- Time limitations may be set according to the circumstances of the meeting.

#### **Special Meetings**

Special meetings may be called by the Director, the Board President, or any two members of the Library Board, provided notice is given to all trustees and the public at least twenty-four hours in advance of the special meeting. Public comment procedures are the same for special meetings as for regular meetings.

### **Executive Sessions**

Executive Sessions of the Board may be called by any member of the Board during a Regular or Special meeting. Upon a majority vote of the members present, the Board of Trustees may enter Executive Session only for the reasons listed below:

- Deliberating after any judicial or quasi-judicial trial or hearing;
- Considering dismissal, demotion, or disciplining of the Director provided the Director is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting in which final action may be taken. The notice will contain a statement that the hearing or meeting be held in open session;
- Considering employment, promotion, compensation or performance evaluation of any Library employee;
- Considering the employment application of any individual with a criminal record or considering strategy for crime detection or prevention;
- Considering financial, medical, or personal histories, or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons which, if discussed in public would be likely to have substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is likely to become involved;
- Consideration of requests for confidential written advice from the ethics board under state law, or from any local government ethics board.
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session;

### **Work Sessions**

Work sessions may be called by the Director, the Board President, or the Chair of any standing committee. Work Sessions shall be noticed if more than two Board members will be in attendance. The public is invited to attend work sessions of the Board or board committees; however, public comments generally will not be allowed during work sessions. Final determination to allow public comments will be announced at the beginning of the meeting by the presiding officer of the Board or the Chair of the committee.

## **General Information for all Regular Meetings, Special Meetings, and Executive Sessions**

- A quorum at any meeting shall consist of four members or more. If a quorum will not be present for a meeting, the meeting may be cancelled or postponed prior to the meeting.
- An agenda for the Board meeting shall be prepared by the President of the Board in cooperation with the Director. Members of the public may request items be placed on the agenda, providing they are received in a timely manner. The Board President shall post the agenda pursuant to Colorado Revised Statute 24-6-402 (2) (c), as directed by the Board of Trustees in the minutes of the first meeting of the year.
- All Regular, Special and Executive meetings will be digitally recorded according to standard practices.
- Roberts Rules of Order shall govern in the parliamentary procedure of the Library Board.
- All trustees, including the president, are entitled to vote. A majority vote is required for passage. The Director is an ex-officio member of the Board of Trustees without a vote.
- Minutes of the Board meetings and the Director's report are public documents and are available for public review in the Library. The Board Secretary is responsible for maintaining the Minutes of the Board and the Director's report.
- All Library Board meetings, including Executive Sessions are held in accordance with Colorado Open Meeting laws.
- Any rule, resolution or bylaw may be suspended temporarily at any meeting where a quorum is present and there is a majority vote to do so.

Policy Review Date: June 2015