

## **INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE PROCESS FOR APPOINTMENT OF LIBRARY DISTRICT TRUSTEES**

This Intergovernmental Agreement Establishing the Policy for Appointment of Library District Trustees (“**Agreement**”) is made and entered into effective this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between Garfield County Public Library District, (“**Library District**”) and Garfield County, acting through its Board of County Commissioners (the “**BOCC**”).

### **RECITALS**

- A. The BOCC established the Garfield County Public Library District pursuant to Section 24-90-107, C.R.S.; and,
- B. Adopted Resolution No. 06-086 to appoint the initial Board of Trustees and provide for the Board of Trustees to thereafter recommend future board members for appointment pursuant to § 24-90-108, C.R.S.; and,
- C. The Parties now desire to memorialize an appointment process consistent with the statutory requirements to ensure timely recommendation and replacement of members of the Board of Trustees when required.

### **AGREEMENT**

- 1. The Library District will ensure that all vacancies on the Board are filled as soon as practical after such vacancies occur acknowledging that at certain times of the year, it may be prudent to delay the recruitment process to generate broader candidate interest.
- 2. Notice of vacancies and solicitation of applications for appointment will be:
  - a. Published for a reasonable time in a newspaper of general circulation within Garfield County;
  - b. Be given to local news media; and,
  - c. Be posted in a conspicuous location within all libraries of the District and the County Administration Building; and,
  - d. Posted on the County and Library District websites.
- 3. All applications will be received by the Library District Board of Trustees.
- 4. The Board of Trustees will form an Interview Committee (which may consist of the entire board) to review and process the applications including, but not be limited to:
  - a. Interviewing eligible candidates residing in the District boundaries;
  - b. Utilizing the same questions for each interviewee;

- c. Memorializing the interviewees' responses in written form. The Interview Committee shall provide the written responses to the Board of County Commissioners upon request.

5. The Board of Trustees will solicit and the BOCC may provide five interview questions for the Interview Committee to ask during the interviews.

6. The BOCC may designate representatives to attend the trustee interviews to observe the interview process in a non-participatory role.

7. Each candidate and his/her application, interview materials, and the Interview Committee's recommended candidate(s) shall be presented to the entire Board of Trustees for final approval. The BOCC will receive advance notice of the presentation of the candidates to the Board of Trustees. The Commissioners are welcome to attend this public meeting.

8. The Board of Trustees will provide recommended candidate resumes and any candidate rankings upon request of the Board of County Commissioners.

9. The Board of Trustees will recommend a candidate or candidates to the BOCC pursuant to C.R.S. §24-90-108(2)(c) advising of the date of vacancy to be filled as determined by its Bylaws under §24-90-108(3)(a), C.R.S. ("**Trustee's Notice of Appointment**") or notify the BOCC of reasons for delay, no later than 45 days after any vacancy.

- a. Upon recommendation, the Board of Trustees will provide to the BOCC a written explanation stating the process, rationale, and reasoning for the recommendation and provide the candidate(s) resume and a candidate ranking, if any, upon request.
- b. The BOCC will ratify or reject the recommendation within sixty days and provide specific reasons for any rejection.
- c. Upon rejection of a recommended candidate, the Board of Trustees will recommend another candidate from those interviewed or seek additional applications, as the Board of Trustees deems appropriate.
- d. Failure to ratify or give notice of rejection within sixty days of the Trustees' Notice of Appointment will be deemed a ratification of the candidate pursuant to C.R.S. §24-90-108(2)(c).

10. The candidate will begin service as a Library Trustee on the sixty-first day after the Trustee's Notice of Appointment unless notice of refusal to ratify the appointment is received by the Board of Trustees from the BOCC before that date.

11. Once the ratification process is complete, Trustees shall not be subject to subsequent ratification for successive terms as set forth in the statutes and Trustee Bylaws.

12. Library Trustees may be removed by the Board of County Commissioners only upon a finding of good cause pursuant to C.R.S. § 24-90-108(5).

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed the day and year first above written.

**LIBRARY:**

Garfield County Public Library District

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**GARFIELD COUNTY:**

Garfield County,  
Board of County Commissioners

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

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