

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEE
BOARD DEVELOPMENT COMMITTEE MEETING**

April 11, 2017

I. CALL TO ORDER

The meeting began at approximately 1:30 p.m.

Board Members Present: Fredrick Quintana, Committee Chair; Lyndell Gairaud; Doreen Martinez

Staff Present: Jon Walker, Executive Director; Jane Carlsen, Board Secretary

II. DISCUSSION ITEMS

A. Discuss whether assessment should include names

The committee considered the best way to identify members who have or have not completed the assessment while maintaining anonymity. The idea of including a name, email or initials with the survey was acceptable to committee members, but the need to prepare for future Boards was acknowledged. Ms. Gairaud said Board members could draw a number to identify their own response and identify the number that had not responded.

Ms. Gairaud suggested the long lead time to complete the assessment could have contributed to some confusion among Board members about whether they had completed it.

Another possibility considered was to include an email address which could be used to send a confirmation message that the assessment had been submitted.

Ms. Martinez suggested Survey Monkey has a means of conducting a survey while maintaining anonymity. There was discussion of whether the free version of Survey Monkey could be used. Mr. Walker agreed to look into the possibility of using Survey Monkey to complete the Board Assessment and will let the others know.

B. Review Assessment and discuss recommendations

The Board reviewed the results of the 2016 Board Assessment, noting there were only two responses in the entire Assessment that received a 2 (below) rating. Each item had an average of 3 (meets) or better. There was general agreement that on the whole, the Board is doing very well on each of the points considered, and there were no areas that were deficient.

Mr. Quintana suggested consideration of tackling the task overall.

3. "The Board has a method in place for new Board member orientation and ongoing Board member training."

There was general discussion of the resources made available to new Board members.

Ms. Martinez commented that one of the most valuable resources for her had been having Ms. Gairaud available to "fill her in" on what had taken place on issues under discussion prior to her arrival and making herself available for additional explanation as needed. Ms. Martinez suggested assigning a mentor to a new Board member would be a simple and effective resource for new Board members.

13. "I am familiar with state and federal laws governing libraries."

There was discussion of a workshop provided on library law which was filmed and made available on the library website. Ms. Gairaud suggested the Board could briefly review a single aspect of library law at each Work Session. There was discussion of the possibility of having Jacqueline Murphy present a workshop on Library Law as part of Staff Development Day on October 9 where both Board members and staff could attend. A presentation from Jacqueline Murphy to the staff would be a "win-win" if it can be arranged on that date.

Mr. Walker said the State Library has a mature set of documents available on library law as it pertains to the State of Colorado that is presented in a consumable manner. There is less in

BOARD DEVELOPMENT COMMITTEE MINUTES

April 11, 2017 — 2

federal law and less available. The State Library's consultant, Jacqueline Murphy, is very knowledgeable and is also an attorney. Mr. Quintana pointed out the library pays for an attorney who he relies on to be knowledgeable on library law, although Board members also need a basic understanding.

20. "The Board is representative of the community it serves."

There was discussion that this would be better as a "yes or no" response since it would be difficult to "exceed" at this.

32. "The Board is effective in using its committee structure to accomplish its work."

33. "The Board has established clear, written guidelines for committees."

Both of these are provided in the Governance section of the policy manual.

There was discussion that Board and staff time is valuable and to consider how much work should be put into something that is already working well. Mr. Walker suggested the committee think about the fact that there is a lot of strength on the Board, and any effort made by the Board would be one of continuous improvement. The committee could recommend a single area of focus, such as onboarding or library law, to become the Board's area of focus for the year.

Ms. Martinez said Board members could be provided the link to the video of the library law workshop with the request to review it prior to the next meeting when it could be discussed further and any questions could be addressed to the Board attorney.

Mr. Walker suggested one area the Board has not delved into is Special Districts. Libraries in Colorado are also "special districts," and recent issues such as Urban Renewal and lobbying have benefited from resources made available through the Special Districts Association (SDA). Mr. Quintana suggested the technical people could add a link to those resources for the Board.

Ms. Martinez said it might be useful to provide periodic reminders to Board members where to access the resources made available during Board orientation to make it easy for Board members to access up-to-date information. She suggested the first Work Session in January, mid-year, or immediately after the assessment as possibilities.

C. Review

Mr. Walker briefly reviewed the points discussed.

- Research using Survey Monkey to conduct the Assessment to track completions.
- Enhance Board Orientation area of the website to include a link to the Library Law Workshop and provide easy access to Committee Guidelines.
- Learn more about resources available through the SDA that may be useful to the Board.
- Bring resources available on the website to the attention of the Board periodically.

Mr. Quintana will communicate with committee members individually by email, and the project will continue until the committee is ready to make concrete recommendations. Mr. Walker suggested a deadline, and Mr. Quintana said the committee would hold a follow-up meeting before the June Work Session to prepare its recommendation.

D. Adjournment

The Board Development Committee adjourned at approximately 2:15 p.m.

Respectfully submitted,

Jane Carlsen
Secretary