

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

July 8, 2016

I. CALL TO ORDER

The meeting began at approximately 2:00 p.m.

Board Members Present: Donna Pickman, Committee Chair; Lyndell Gairaud, Doreen Martinez

Staff Present: Jon Walker, Executive Director; Jane Carlsen

II. DISCUSSION ITEMS

A. Review Board Assessment Tool

Ms. Pickman distributed a number of sample Library Board Assessments she had found online. The committee appreciated the sample from the State Library of Iowa, which mirrored the one also found at Douglas County Library. In some, the available answers were only yes/no, and some were similar to the Board member's self-assessment which is not collected or rated but for the Board member's own use.

Ms. Martinez found a rubric for education using the ratings: highly effective / effective / meets / improvement necessary / does not meet. The committee preferred using: significantly below (never) / below / meets / above / exceeds (always) / unsure. Although "unsure" does not affect the rating, it is sometimes a necessary response.

The committee spent a great deal of time comparing the current Board Assessment with the sample and making specific revisions. Many items in the sample were identical, and others were similar but more clearly stated in the sample version. The committee then identified a few items in the current Assessment that should remain in the revised version.

During the review, Jon Walker described the Board appointment process because the sample Assessment included the statement which was adjusted to read: "The Board has a method in place for the recruitment and recommendation of Trustees for Board vacancies."

The committee agreed the categories were unnecessary in the shorter assessment and requested a Comment section continue to be provided.

The Board Secretary will make the revisions to the Assessment for further review.

B. Recognition of Board Service

Ms. Gairaud shared a recent encounter in which there was a potential benefit to the library resulting from her sharing her role on the Library Board.

It was agreed this could be part of the Board Development Committee's report to the Board which could lead to further discussion of the topic at that time.

C. Board Mixer Event

Ms. Martinez had discussed possible August dates with other participants, but it was agreed that it would be better to shoot for a September event. Ms. Martinez will be in touch with Julie Rodriguez from the Foundation Board to discuss available dates. There was discussion of the location, and Dr. Mancha had offered the use of his home. Ms. Martinez is also willing to host the event, and she will talk with Dr. Mancha further. Ms. Martinez has identified someone willing to prepare the food, so the cost would only be for the food itself. It was agreed it would be a small intimate event, and Mr. Walker expressed confidence in Ms. Martinez's ability to organize an elegant event. There was a brief discussion of library staff to be included, and it was agreed it would be limited to the administrative team: Jon Walker, Sherri Baca, Sara Rose, Jill Deulen, Charles Hutchings and Midori Clark. Spouses will also be welcome.

D. Adjournment

Prior to adjourning, the committee agreed to meet on Friday, August 12 at 2:00 p.m. The purpose of the meeting will be to review the revised Assessment and discuss the Board Mixer. The Board Development Committee adjourned at approximately 3:30 p.m.

Respectfully submitted,

Jane Carlsen
Secretary