

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEE
BOARD DEVELOPMENT COMMITTEE MEETING
October 2, 2012**

I. CALL TO ORDER

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

Board Members Present: Marlene Bregar, Committee Chair; Frederick Quintana; Jim Stuart

Staff Present: Jon Walker, Executive Director; Jane Carlsen

II. DISCUSSION ITEMS

A. Board Assessment

Ms. Bregar said the committee needed to discuss the Board Assessment using the one provided in the past together with the example provided in the *The Complete Library Trustee Handbook*. The committee agreed that the language used by the example was more concise. The committee reviewed the evaluation in detail, making some slight adjustments based on current practices. The committee also reviewed the Board Assessment used in the past and preserved some of the items not included in the example. The committee felt it was important to use 1-5 grading rather than a yes/no response.

The committee discussed the manner in which the assessment would be conducted. It was agreed that the Board Assessment would be conducted for the Library Board as a whole. All Board members would be asked to complete the Board Assessment anonymously, and the Board Secretary would compile and report those results. Portions of the Board Assessment used in the past were more appropriate for Board members to review themselves individually, and the committee suggested it be redesigned as a Personal Self-Assessment for Board members to complete and keep for their own use.

The committee will present the Board Assessment and Personal Self-Assessment to the full Board for their consideration at the October Work Session and ask them to discuss any recommendations at the November Work Session. The Board may consider adopting the Board Assessment and Self-Assessment at the November meeting and complete the assessment before the end of the year. It was suggested that the Board Assessment and Self-Assessment be presented annually in November going forward.

B. Board Orientation on the Library Website

The committee reviewed changes made to the Board Orientation portion of the library's website. Some slight adjustments will be made, but the committee was pleased with the overall results.

The committee then discussed items from the website which should also be presented to new Board members in hard copy. Items to be included in hard copy will be: Board Roster, Bylaws, Library Law Quick Guides, Trustees Pocket Handbook, Meeting Dates, Summary of Board Duties, and Ethics Statement Affirmation. The Board Secretary agreed to put together a sample for their consideration at the next meeting.

C. Adjournment

The next meeting of the Board Development Committee is planned for Tuesday, November 6, 2012 (*later changed to Wednesday, October 30*) at 1:30 p.m. in the Executive Conference Room. There being no further discussion, the Board Development Committee adjourned at approximately 3:00 p.m.

Respectfully submitted,

Jane Carlsen
Secretary