

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEE
BOARD DEVELOPMENT COMMITTEE MEETING
February 7, 2014**

I. CALL TO ORDER

The meeting began at approximately 3:00 p.m..

Board Members Present: Fredrick Quintana, Committee Chair; Marlene Bregar, Board President

Staff Present: Jon Walker, Executive Director; Jane Carlsen

II. DISCUSSION ITEMS

A. Board Assessment

The committee reviewed the Board Assessment from 2013 and discussed possible actions or recommendations.

Item B-2, "The Board has established clear, written guidelines for committees," led to discussion of the audit committee's efforts, and the auditor's comment that not all Boards go to that effort. There are plans underway for the new Legislative and Government Committee discussed at the last Work Session. It was agreed that "clear, written guidelines for committees" should be established.

There was also discussion whether the Board Assessment form should be changed. Item D-1, "The Board pays more attention to the end than the means—to *what* will be accomplished instead of *how*." There was a comment to "revisit this question." Mr. Walker noted that this Board has developed a culture around that concept. Mr. Quintana recalled that the Board Development Committee spent a good deal of time on the Assessment tool and provided an opportunity for Board comment as it was being developed; however, it was agreed that it might be helpful to include space for additional comments beneath each category where a Board member may provide additional information or explain why a rating was given (or not given). Mr. Walker also suggested creating a managed web form. Ms. Bregar referred to items B10 and C3 which seemed to be a rating of the Director rather than of the Board. Those might be better worded, for example B10 might be changed to read, "The Board receives and reads accurate and up-to-date information in order to make sound and effective decisions at least one week in advance of meetings."

Item E-3, "The Board reviews policies on an annual basis" received a 2.0 rating. Mr. Walker noted that all of the policies had been reviewed, and some recent policies had been adopted with a review date assigned. There was a discussion of recent policy reviews including the Board Development Committee's recent review of the Bylaws. Policies are currently grouped into chapters: Governance, Employee, Customer Service, Finance, and IT. The Board has already indicated a need to restructure the Employee policies in a manner similar to Customer Service where policies are clearly separated from procedure. It was agreed that an annual review of all policies would be too great a task; however, an annual review of each of the chapters may be manageable. Mr. Walker noted that such a schedule would also fit within the Board appointment process so during a Board member's term, each member would have an opportunity to review each of the policy chapters. Mr. Quintana added this would set a new positive precedent and respond to an area where the Board scored lower.

Item A-5, "Board members are familiar with current library issues at the local, state, and federal; levels" had also scored at 2.0. Mr. Walker commented that this Board does more than the average Board, and this Board is very highly regarded, which is particularly noticed at the CAL Conference. There could be opportunities for specific legislative advocacy at times, but the new Legislative and Government Committee will address that issue. Mr. Walker emphasized this Board works harder in this respect than any other library Board he knows. Mr. Walker suggested that the library could bring someone in to provide an overview of library law in a workshop. The State Library has an attorney on staff, and Mr. Walker offered to make contact to find out what type of presentation might be provided.

Mr. Quintana pointed out that with new expectations, such as those discussed for Section E, it would be important to review the remaining criteria to insure all remain pertinent.

Item E-5, "The Board can articulate the underlying principle(s) that the policy is addressing and is able to defend the policies in public," it was noted that there were a number of non-responses. Mr. Walker explained that where this usually occurs is in the area of intellectual freedom and challenges to material or the Internet. Mr. Walker said the library has a process in place to address those concerns. There was additional discussion of instances when employees have been able to adequately address public concerns before reaching the attention of the Director, and those concerns never reach the Board; however, the Board should be prepared to defend it.

After additional informal discussion, it was agreed that Mr. Quintana would present the following recommendations to the Board at the February 18 Work Session:

- Establish written guidelines for Audit Committee, Board Development Committee, and Legislative and Government Committee.
- Add comment section under each category and create Board Assessment web form. (To be discussed at the March Work Session).
- Review each policy chapter annually according to the following schedule:
 - 2015 – Employee
 - 2016 – IT
 - 2017 – Finance
 - 2018 – Governance (major portion involves Bylaws)
 - 2019 – Customer Service
- Plan workshop on Library Law in the 2nd or 4th quarter of 2014.

B. Adjournment

There being no further discussion, the Board Development Committee adjourned at approximately 4:30 p.m.

Respectfully submitted,

Jane Carlsen
Secretary