

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEE
BOARD DEVELOPMENT COMMITTEE MEETING
November 27, 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

The committee reviewed comments from Board members on the Board Assessment form and discussed specifics of an assessment used by Douglas County. The Committee agreed to narrow the selections to: "exceeds," "meets," or "does not meet" and to include an "unsure." There was also discussion on the point ratings, and it was suggested that "unsure" should not lower the average.

The committee discussed a comment questioning the usefulness of the General Knowledge section and whether individual Board members could judge the knowledge of the entire Board. It was noted that individuals may rate their own understanding when they are unsure of the Board as whole; however, the section will be useful to identify needed continuing education. Mr. Stuart said they may need refreshers on library law, for example.

There was discussion on whether D2, "The Board participates in creating goals and action plans based on the strategic plan" was accurate. It was agreed that although Board members may not participate in creating the steps of the action plan, they do discuss action steps while developing the goals. On the Personal Assessment, "I am familiar with the Board's goals," was changed to read, "I am familiar with the Library's goals."

The committee discussed a comment on item B1, "The Board is effective in using its committee structure to accomplish its work." It was agreed that although the committee structure is minimal it does exist. The Board usually operates as a committee of the whole, but the item should remain. The committee suggested removing, "I attend committee meetings and effectively participate in the committee process" from the Personal Self-Assessment.

There was discussion of item F4, "The information provided reflects back to specific services," and whether it referred to information in the Financial Report. Mr. Walker said specifics are included in the CAFR (Comprehensive Annual Financial Report), but the committee agreed the statement was unclear and should be removed.

Additional specific adjustments were made to wording, and the Board Secretary will make those changes and send the revised forms to the committee for review.

The committee discussed the next steps for the Board to complete the assessment. It was suggested the assessment be given to Board members at the December Work Session with time allowed during the meeting to complete and return the assessment.

B. Adjournment

The next meeting of the Board Development Committee was set for Tuesday, January 8, 2013 at 1:30 p.m. in Jon Walker's office. The committee will review the results of the Board Assessment and discuss next steps. There being no further discussion, the Board Development Committee adjourned at approximately 3:00 p.m.

Respectfully submitted,

Jane Carlsen
Secretary