

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEE
BOARD DEVELOPMENT COMMITTEE MEETING
September 5, 2012**

I. CALL TO ORDER

The meeting began at approximately 1:30 p.m. Ms. Bregar arrived about 1:35 p.m.

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

Staff Present: Jon Walker, Executive Director; Marilyn Baillargeon

II. DISCUSSION ITEMS

A. Drafting a Web Page for Board Orientation

A packet of orientation information was distributed prior to the meeting and Mr. Walker asked that the Board members look it over. Mr. Walker brought up the library website on the Smartboard to show the progress to the Board of Trustees webpage. Mr. Walker stated that Jane Carlsen and Michelle Vigil have worked at updating the webpage. It is just a starting point; however, it does include part of what was discussed at the last meeting on August 14, 2012. The site includes links to meeting dates, library district information, the Annual Plan, Trustee Bylaws and Colorado Library Law. Mr. Stuart suggested adding a link to the Friends of the Library website and the Library Foundation website, when it is developed. Mr. Stuart recommended a synopsis of orientation material on the webpage for someone contemplating Board membership. It should include an overview of the commitment of being a board member, such as; meetings to attend, time spent and the various duties of the Board of Trustees. Ms. Bregar said it is essential for someone contemplating applying for board membership to understand it is an important commitment.

Ms. Bregar suggested having the duties of the Board of Trustees on the webpage; not as a link just available when the webpage is open. She mentioned the information that is included in the appointment letter is information that should be on the webpage. Mr. Walker suggested having a summary added to the introduction on the webpage. Mr. Walker pointed out the Board of Trustees Quick Guide link and thought it could be part of the introduction. He added the site is still in the process of being built and the links are a work in progress.

Mr. Stuart suggested the Ethics statement, signed by new Board members, should be available to new members in advance. Mr. Quintana added that it is important for the new member to see the statement in advance of signing. Ms. Bregar said the webpage should be prioritized; Ethics Statement and Library Law first. Some things are just more important than others with a position on the Board of Trustees. Mr. Quintana suggested hyperlinks to important documents, such as the Bylaws. If these documents are included as a hyperlink, it would make people contemplating membership aware that these are important documents to the Board members. Possibly, in the introduction to the webpage, have the topic and then hyperlinks to various documents of importance. Mr. Walker added that orientation materials for new members should be linked from the main website to the Board of Trustees page. Mr. Walker asked the Board members to look further at the webpage and make recommendations for additional changes. When the updates are complete, the Board members will receive an email to notify them the site is ready for review.

B. Advocacy Opportunities

The "Opportunities for Board Members" list should be included in the welcome package for new members. It also should be part of the regular Board list on the webpage. Ms. Bregar suggested also having a link to CAL (Colorado Association of Libraries) on the Board webpage.

C. Board Self-Assessment

In looking through the packet, Mr. Quintana mentioned that he had never completed a self-assessment. Ms. Bregar stated that they did it one time, when she was away. Mr. Stuart added that there was not much discussion about it at that time. Mr. Quintana said he thought it was a good idea; they should begin by setting some standard dates and deadlines for the self-assessment. Mr. Stuart suggested completing the self-assessment anonymously and have an outside party gather the information and report back to the Board. With the information given, the Board can see what needs work. Mr. Quintana said this is something that should be discussed among themselves. Mr. Stuart said the self-assessment should first be reviewed and updated. Mr. Quintana said this is a good starting point; review the self-assessment and decide what should be included. He added that they should work toward an end of the year self-assessment. All of the Board members agreed that the self-assessment should be reviewed and edited for the next meeting; add what is needed and eliminate what is not needed. Mr. Quintana stated that he likes the idea of the self-assessment and feels if everyone else is being evaluated the Board should be evaluated also.

D. New Members of the Board

Mr. Walker said there was some question on when the new members of the Board of Trustees officially take office. According to the Pueblo City Council and the Pueblo County Commissioners, the statute states the new members are seated on January 1 by law. Mr. Walker said the Pueblo City Council and the Pueblo County Commissioners are the board of authority and their Board appointment is official and falls under the same law as all governing officials. Board of Trustee terms expire on December 31. This brought up a concern regarding the fact that the Board President's (Sherri Baca) term is ending December 31. The President usually attends the first work session and then hands over the gavel to the next President. Mr. Walker said that Ms. Baca will not be expected to attend the Board meeting in January. Mr. Stuart suggested moving the event to the December meeting. Mr. Walker said according to the Bylaws the election of officers must be held at the annual meeting in January and the President will no longer be a member at that time, so the Vice President will take over the duties of the President for the election of officers in January. Mr. Walker stated the last time this happened was when Ms. Vigil was president and her term ended in December so the Vice President, Dr. Mancha, took over Ms. Vigil's duties at the meeting in January. All Board members in attendance decided to have the recognition event for Ms. Baca at the December meeting. Mr. Walker stated he has not heard officially from the City Council on the process of the new member appointment. Mr. Walker asked Marilyn to call Diana Bartolo to get an update on the appointment process.

E. Adjournment

Next meeting of the Board Development Committee is planned for Tuesday, October 2, 2012 at 1:30 p.m. in the Executive Conference Room. There being no further discussion, the Board Development Committee adjourned at approximately 2:30 p.m.

Respectfully submitted,

Marilyn Baillargeon
Secretary Pro Tem