

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

August 14, 2012

I. CALL TO ORDER

Ms. Bregar called the meeting to order at approximately 1:30 p.m.

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

Staff Present: Jon Walker, Executive Director; Jane Carlsen, Executive Assistant/Board Secretary

II. DISCUSSION ITEMS

A. Invitation from Friends of the Library

The committee discussed a recent invitation from Michael Voute, President of the Friends of the Library, for a Library Board Trustee to participate with the Friends of the Library. There was discussion whether the Friends invitation included full membership with the Friends of the Library, but it was felt that the Friends would like to have a representative from the Board of Trustees at least attend the meetings of the Friends of the Library. The Friends of the Library meet on the 3rd Tuesday of each month at 12:30 p.m. at the Rawlings Library, with the exceptions of June and July and usually December. The meetings last about an hour and a half. Mr. Stuart had provided that representation as a member of the Friends Board as well as the Board of Trustees, but his time on the Friends Board had been term limited. There is representation from the library staff at Friends Board meetings, but they would appreciate a representative from the Board of Trustees as well.

After additional discussion, it was agreed that the Board Development Committee would raise the question with the Library Board at the Work Session scheduled later the same day. Mr. Walker will explore with the Friends whether they are hoping for the Library Trustee to participate in an ex officio manner or as a full voting member of the Friends Board. The next Friends Board meeting will be next week on Tuesday, August 21.

B. Board Orientation

Ms. Bregar said the other thing the committee had not discussed fully is new Board member orientation. It was agreed that this will be important since the Board expects to have at least one new member at the end of this year. Ms. Bregar reviewed what she had learned from other libraries with some posting the Board orientation materials and other articles of interest online, and Board members were provided access to it using a password, and other libraries were using a hybrid. Mr. Stuart referred to the recommendations from *The Complete Library Trustee Handbook* which provided a list of items to be provided new trustees. Mr. Quintana noted that the library seems to be covering those recommendations for the most part.

One of the things to be considered is to provide a new trustee with a mentor on the Board for the new member to contact. There was discussion of that contact being the Vice President.

Mr. Quintana suggested that he would be more inclined to refer to the Board orientation paperwork provided if it was available as a spiral-bound document. There was significant discussion of the advantages of making the Board orientation materials available online which would provide access for all Board members to the most current documents, e.g., the Annual Budget & Plan which is updated annually.

Another recommendation from the *Handbook* was to provide a welcome letter from the Board President congratulating the new trustee and underlining the importance of the position.

There was discussion whether a new Board member's first meeting should include a more formal welcome. It was agreed that the regular January Employee Recognition event should include an introduction and announcement of the new Board member.

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The committee discussed the importance of providing a tour of the library facilities for new Board members. It was suggested that the tour might include lunch with the Associate Director and the Board President followed by a tour of the library facilities led by the Associate Director.

Mr. Stuart suggested a method of letting new Board members know about the optional things for Board members to attend such as PLA Conferences, CAL Conferences, and the Annual Planning Retreat. A list had been developed not too long ago identifying some of the training opportunities available, and Mr. Walker will review and update that list for the committee's consideration.

Mr. Walker suggested that he take the next month to begin developing a draft website that links to documents currently included in the Board orientation. At the next meeting the committee might review those and identify those pieces that should be provided to new Board members in hard copy.

Mr. Stuart noted that the Board had been having new Trustees attend the first Work Session in January, and there was discussion whether or not that was appropriate. It was agreed that new Board members should be invited to attend, but there was concern about the legalities if the Work Session included an Executive Session. Mr. Walker will speak with Mr. Gradisar about the point at which a new Trustee should begin participating in those discussions.

C. Advocacy

Ms. Bregar asked if there are any special advocacy opportunities coming up.

Mr. Walker will be making a presentation to the County Commissioners on the Annual Report and to provide an update on library activities on August 23 at 9:00 a.m.

Mr. Walker said there will be a City Council meeting on August 27 when there will be a public hearing on the City's contribution to an East Side Library. Mr. Walker will not be able to attend, and he suggested that it would be important to have a representative from the Board of Trustees to comment expressing the library's appreciation for the City's collaboration and contribution and to announce the library plans to provide a library the community will be proud to have. The City Council meeting begins at 7:00 p.m. Mr. Walker added that City Council took action earlier this week to approve the ordinance which will be followed by the public hearing. Ms. Baca will see if she can be available, and Mr. Stuart said he was willing to present if necessary.

Mr. Walker said the CAL Conference will be October 18-20 in Keystone. The discount registration deadline is August 31.

Mr. Walker said fundraising activities were starting to gear up. Mr. Stuart and he will be meeting with a potential donor later this week. They have also spoken with representatives from Summit Brick, but there are no other specific advocacy opportunities planned.

There was a discussion of past and potential participation in the Kids Day Parade.

Mr. Walker expects there will be opportunities with All Pueblo Reads beginning in late September with the kick off events at the Pueblo West Library on September 28 and at the Rawlings Library on September 29. The Black Tie Ball will be held on October 20, which conflicts with the CAL Conference.

It was agreed that these should be shared with the entire Board. Mr. Walker will prepare a list of advocacy opportunities, and Ms. Bregar will provide a Board Development Committee update at the next regular meeting.

III. ADJOURNMENT

The next meeting of the Board Development Committee was planned for Wednesday, September 5 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,

Jane Carlsen
Secretary