

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

June 5, 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; Midori Clark, Community Relations Director; Jane Carlsen, Executive Assistant/Board Secretary

II. DISCUSSION ITEMS

A. Advocacy

Mr. Walker said there has been a meeting with the Foundation Fundraising Committee, and the Foundation is planning an advocacy campaign. The committee had decided at the last meeting that the Foundation should take the lead, and the Trustees would participate as needed. This committee also talked about talking points, and a pocket card was distributed at the last Board meeting.

Ms. Bregar noted that the only thing they had not done was discuss the Board connections with community groups, and maybe that could be done at the next Board Work Session. Mr. Walker said he will add Community Connections to the Work Session Agenda, and Mr. Quintana suggested it may not need to be a discussion but just a form provided for Board members to complete and return.

Mr. Stuart said, although not directly along those lines, it seems that no one in the community seems to be taking a lead role in having a Speakers' Bureau which would basically serve nonprofits, and he asked if there was a reason that the library could not take a lead and become a source to provide that. There was general agreement that the role might fit with the library as an information resource, and specifics of how that might be accomplished using volunteers were discussed. No immediate plans were made.

B. Bylaws

Mr. Bregar said the committee had talked about comparing the bylaws with the provisions from the Colorado Revised Statutes (C.R.S.), and the Board Bylaws were distributed showing the differences. The committee worked through the Bylaws in detail to determine changes that should be made to the Board's Bylaws and those that would not make a difference. The most significant changes were included in Article II.7 of the Bylaws.

The added paragraph (c) had been covered in paragraph 6. The law reads, "Employ a librarian and, upon the librarian's recommendation, employ such other employees as may be necessary, prescribe their duties, and fix their compensation." There was discussion whether Executive Director should include that the position would be filled by a librarian, and it was agreed that the Bylaws should maintain the language and placement of paragraph 6 with the addition of the phrase to read as follows: "The Board shall retain a qualified Executive Director, who has a Masters of Library Science degree from an ALA accredited institution, to whom shall be delegated..."

As specific wording adjustments were reviewed and identified, it was agreed that the Bylaws should include specific C.R.S. citations. Some of the differences within the law had been written to apply to various types of libraries, and it was agreed that those should be reflected in the Board Bylaws showing the specifics for PCCLD.

In paragraph 7(l), it was suggested that this be discussed and reviewed by Chris Brogan before making further changes.

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There was duplication in the sequence of the paragraphs shown, and the second 7(p) was discussed in further detail. It was suggested that a new paragraph begin with “At the close of each calendar year, the Board of Trustees of every public library shall make a report to the state library in the form of a response to a survey to be designed and administered by the state library...” There was extensive discussion of the report that is provided annually to the state library, and it was agreed that since it is listed in the statute as a Board responsibility, the Board should be given the opportunity to ratify the report, even if the Board must ratify after it had been submitted if necessary to meet the deadline.

Copies of Bylaws from Arapahoe, Douglas County, Jeffco, and Pikes Peak were provided for the Board’s review.

Ms. Bregar said the committee should consider whether to include the Ethics Statement in the Bylaws. After reviewing the Ethics Statement adopted by the Board, it was agreed that a reference to the Ethics Statement be included in the Board Bylaws at paragraph 3 to read: “Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor. Individual members of the Board of Trustees shall annually sign the Ethics Statement adopted by the Board of Trustees.” There was additional discussion of whether or not the Ethics Statement should be included in the Bylaws, and it was agreed that referring to it in the Bylaws makes it clear that signing the Ethics Statement is required of Trustees; however, maintaining the Ethics Statement as a separate policy document allows it to be adjusted more easily than a Bylaws change.

There was discussion of Article II.3(a) with respect to meeting attendance and whether it continues to be necessary. It was felt that including it resulted in a culture change for the Trustees, and it clearly states the expectation for new or potential members of the Board.

C. New Board members

Mr. Walker noted that there will be at least one vacancy on the Board at the end of December, and the committee might consider what sort of role the Board wants to have in terms of finding candidates or making recommendations. There has not been any formal practice to identify people for the Board, although the Board President has worked to identify people who might be good candidates. Mr. Walker described how he and Mr. Stuart had met with Rhonda Gonzales to explain how the Library Board functions.

Mr. Walker said he and Mr. Stuart have also talked to the appointing authorities to share their thoughts. While the City and County officials ultimately make the selection, they have been receptive to input. Mr. Walker explained that the appointment of the Library Board is a small task in the larger scope of their responsibilities, and the City/County officials need to understand in a nutshell what is going on and what the needs are. The City/County officials still conduct the interviews, but they have also asked library representatives to provide input.

Mr. Quintana commented that he does not think the Library Board really considers itself a political board, but others do. Mr. Stuart pointed out that they have never expressed opposition to anyone. Mr. Walker said he thinks it would be a mistake for the library to be completely silent on Library Board appointments.

D. Next Steps

Mr. Walker indicated that RFID will be a big part of the discussion at the next Work Session. The Committee would like to present the changes to the Bylaws at the next Work Session, and Mr. Walker suggested that he add it to the end of the Work Session, but if RFID takes too long the Bylaws can be delayed until the next Work Session. .

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III. ADJOURNMENT

The next meeting of the Board Development Committee was planned for Tuesday, July 3 at 1:30 p.m. in the Executive Conference Room. There being no further discussion, the Board Development Committee adjourned at approximately 3:15 p.m.

Respectfully submitted,

Jane Carlsen
Secretary