



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Board of Trustees Bylaws and Ethics

01.02.01.G1 Committee Guidelines

Article V of the Bylaws regarding Committees provides that the Board of Trustees may function as a committee of the whole without appointment of standing committees; the Board may establish standing committees, which shall make regular reports; and special committees may be authorized and appointed by the President for special, limited purposes and shall serve only until completion of the assignment.

The Board of Trustees has established guidelines for certain standing committees as follows:

Legislative and Government Committee

Purpose: The PCCLD Legislative and Government Committee (hereafter referred to as the Committee) shall be established as a standing committee by the Pueblo City-County Library District Board of Trustees to:

- Inform the Board of developments regarding federal, state and local matters affecting library financing and services, such as Tax Increment Financing, and to advocate on behalf of the library district on these matters;
- Review and revise library policies as needed, and advise library administration on library procedures;
- Consider if the board make-up is balanced and represents constituents throughout Pueblo County; and
- Support the Board ethics requirements, and uphold the ALA Library Bill of Rights.

Membership: Membership shall consist of a minimum of two library trustees (~~one being the Board President~~), the PCCLD Executive Director and community members. Additional trustees may be appointed by the Board President as needed.

Appointment: The President of the PCCLD Board of Trustees shall annually appoint the members of the committee.

Audit Committee

Purpose: The PCCLD Audit Committee (hereafter referred to as the Committee) shall be established as an ad-hoc committee by the Pueblo City-County Library District Board of Trustees to initiate a formal Request for Proposal (RFP) process every five years at a minimum, to acquire the services of an auditor. The committee will evaluate submitted proposals, conduct interviews if necessary, select a certified public accountant or partnership of certified public accountants based upon the lowest and best bid, and recommend approval of the auditor on an annual basis. The committee may also meet with auditors as they prepare for or conduct the audit. The committee will review the completed audit and make recommendations regarding approval to the Board of Trustees.

Membership: Membership shall consist of three library trustees, the Executive Director, and the Chief Financial Officer (CFO). .

Appointment: The President of the PCCLD Board of Trustees shall annually appoint the members of the committee.

See Also: [04.01.18 Audits](#)

Board Development Committee

Purpose: The PCCLD Board Development Committee (hereafter referred to as the Committee) shall be established as a standing committee by the Pueblo City-County Library District Board of Trustees to accomplish the following:

- Review Board operations to ensure that trustees are kept apprised of library trends and legal matters affecting libraries;
- Conduct an annual Board Assessment to identify any areas in which the Board might need additional information or training;
- Consider if the Board make-up is balanced and represents constituents throughout Pueblo County, may recommend Board member skills, knowledge and abilities and also individuals who possess these traits;
- ~~The committee~~ May make recommendations for updates to Board Bylaws, Board orientation materials, adjustments to operations, training, or workshops to ensure Board members have all the necessary tools for their work as trustees; and
- Act as a nominating committee for Board officers.
- Support the Board's ethics requirements, and uphold the ALA Library Bill of Rights,

Membership: Membership shall consist of a minimum of two library trustees (~~chaired by the Board Vice President~~) and the PCCLD Executive Director. The services of the Board attorney may be enlisted as needed. Additional trustees may be appointed by the Board President as needed.

Appointment: The President of the PCCLD Board of Trustees shall annually appoint the members of the committee.

