

March 21, 2017

Welcome to the Board of Trustees of the Grand County Library District (GCLD)

Our Mission:

Grand County Libraries: linking people to boundless opportunities

Our Motto:

Mountain Libraries Elevate Minds

Our Purpose:

- **Sustain:** reinforce Grand County Libraries now and into the future.
- **Fuel:** Grand County's passion for reading and learning.
- **Connect:** people and communities to the library's assets.

The GCLD Board consists of seven Trustees. As a candidate to fill a vacancy on the Board, you were interviewed and recommended by the Trustees to the County Commissioners for appointment. The Trustees are the group of individuals to whom the citizens of Grand County through the County Commissioners have entrusted the care of their libraries.

The Grand County Library District is a governing board of trustees and as such:

- Has authority to make policy
- Has fiscal and legal responsibility for the control and management of the library
- Hires/fires the library director

Grand County Library District is a Title 24 Special District operating under the powers enumerated in CRS 24-90-109 et seq Library Law.

Links to important documents are provided below where applicable.

- The current board of Trustees organization chart can be found in the Board By-Laws.
- [Current Trustee contact information](#) can be found on the gclid website at.
- Staff and the Board together formulate a broad Vision for GCLD.
- A Mission Statement is created by the Board to indicate how GCLD will pursue that Vision.
- The primary role of the Board is to fulfill, promote and perpetuate GCLD Mission via the 2017 Strategic Plan.

Suggestions For Trustees

- Visit each of the libraries, meet the staff and familiarize yourself with the facilities and services.
- Learn about the structure of the Board and your role:
 - Members of the Board are appointed for 3-year terms commencing on the date they are appointed by the County Commissioners.
 - The Board *governs* the GCLD and employs a Director to *manage* the administration and operation of the Library.
 - Its officers are president, vice president, secretary and treasurer.
 - Board meeting dates and locations for the coming year are established at the November meeting.
 - Meetings of the Board are chaired by the President.
 - [Colorado State Sunshine Laws C.R.S. 24-6-401](#) require that all meetings of three or more Trustees are open to the public and should be posted and minutes taken.
 - At least one Board meeting per year is held at each of our libraries.
 - A suggested reading list and reference websites for Trustees is provided as an Appendix to this document.
- Explore the GCLD website and Team Site
- Understand the GCLD organizational structure:
 - There are currently six branch libraries in the district:
 - Fraser Valley Library
 - Granby Library
 - Juniper Library @ Grand Lake
 - Hot Sulphur Springs Library
 - Kremmling Library
 - The “Sixth” online branch found a www.gclid.org

- Each of the five library branches has an on-site manager assisted by Library Service Specialists. The online branch is managed by the Director of Library Resources and Technology
- Volunteers provide valuable assistance in each branch library.
- The Friends of GCLD, an independent 501(C)(3) volunteer organization, raises and donates funds to support to GCLD programs.
- The Grand County Library Foundation, a 501 (c)(3) entity, which encourages, solicits, receives, holds and manages gifts, bequests, and reserves on behalf of the Grand County Library District so that these assets and their earnings may provide ongoing support for GCLD facilities, staff, programs and services
- The Director and Central Services staff of the District are based at the Central Services office in Granby: 225 Jasper Ave., Granby CO 80446
Tel: 970.887.9411
- GCLD seeks guidance from the Special District Association, the Colorado State Library and/or legal counsel.
- Learn about the recent history of GCLD
 - In 1995, Grand County library District was established by voters with a 2.41 mil levy. In Nov 2016 the Grand County voters approved a mil increase of 0.95 for 10 years giving a 3.36 total mil levy
 - Property tax revenue funds fluctuate annually with changes in property valuations in the County.
 - GCLD formed in 1995 through the efforts of the Committee to Protect the Library.
 - The two smallest of our libraries, Hot Sulphur Springs and Kremmling, occupy buildings leased from Grand County (Hot Sulphur Library) and the Town of Kremmling (Kremmling Library).
 - New buildings were built for three libraries in three towns through a combination of individual donations, grants, tax revenue reserves and loans:
 - The Fraser library was built in 1998, and is paid in full.

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- The Granby Library building and the Juniper Library @ Grand Lake were built in 2006.
- The debt carried by GCLD for the Granby and Juniper libraries is nearly \$4.9 million (as of 2015) and requires annual lease-purchase payments approaching \$400,000 until 2038.
- In 2013, an increase to the mil levy was proposed to the voters, to compensate for budget reductions precipitated by drastically shrinking property valuations. The proposal was defeated.
- Failure of the ballot issue proposal resulted in reduced open days and hours at the libraries plus a reduction in open hours and staffing.

The GCLD Policy Manual

- The GCLD Policy Manual (found online at www.gclid.org) dictates the procedures for the operation of the District. A few important items from that document appear below:
 - The day-to-day operations of the district are managed by the Executive Director and staff.
 - The duties of the Board are outlined in the Board By-laws and GCLD Policy.

Board of Trustees- Reference Materials

Books

- Boards That Lead - Ram Charan, Dennis Carey, Michael Useem
- The Imperfect Board – Jim Brown

Resources for Trustees

- Colorado State Library Board Handbook

<http://www.cde.state.co.us/sites/default/files/documents/cdelib/librarydevelopment/publiclibraries/download/pdf/pockethandbookcondensedformat.pdf>

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- ALA Library Advocates Handbook – downloadable
<http://www.ala.org/offices/sites/ala.org.offices/files/content/ola/2008lah.pdf>
- ALA United for Libraries information on advocacy
<http://www.ala.org/united/advocacy>
- ALA Trustees, Friends & Foundations Web Page – excellent resource
<http://www.ala.org/altaff/>
- ALTAFF Public Library Trustee Ethics Statement
<http://www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/Ethics%20Statement.pdf>
- CAL Intellectual Freedom Handbook
<http://www.cal-webs.org/?page=IFCHandbook>
- Library Research Service <http://www.lrs.org/>

Organizations and Websites

- American Library Association (ALA) www.ala.org
- Public Library Association (PLA)
<http://www.ala.org/pla/publications/publiclibraries>
- Colorado Library Law
<http://www.cde.state.co.us/cdelib/librarylaw/part1#24-90-106>
- Colorado State Library <http://www.cde.state.co.us/cdelib/>
- Colorado Library Association (CAL) <http://www.cal-webs.org/>
 - Division Trustee and Friends
<http://www.cal-webs.org/?page=TrusteesFriends>
- Special District Association <http://www.sdaco.org/>

- [The Friends of Grand County Library, Inc.](#)
- The Grand County Library Foundation <http://gclfoundation.org/>

Trustee Re-Appointment Tool

Grand County Library District **Trustee:** _____
Board of Trustees
Evaluation Tool for Trustee Reappointment **Date:** _____

1. The Trustee Reappointment Committee members will fill out the evaluation tool individually. If, after the results have been compiled and the Committee has discussed the results, a consensus has not been reached, the Committee Chair will be the deciding opinion.
2. If a trustee is found to “not meet expectation” in two or more categories, the trustee will not be recommended for reappointment. (This answers the question: How will these ratings determine the overall decision?)
3. It is recognized that some criteria are subjective. If evidence to the contrary is not present, the best will be assumed.

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Trustee Responsibilities <i>Determine the extent to which the trustee fulfilled expectations in each category below using the examples. Check one box for each category.</i>	Does Not Meet Expectations	Meets Expectations
Attendance: arrives on time and stays for the entire meeting <ul style="list-style-type: none"> • Board meetings • Committee meetings 		
Board Effectiveness: <ul style="list-style-type: none"> • Prepared-comes having read the Current Board Reports. • Participation-adds to the discussion, votes on issues, expresses dissenting opinions or views respectfully, actively listens and remains engaged. • Team Player-respects that the Board only has authority as a group, not as individual members; works collaboratively with fellow Board members. • Supports the Library Director and respects the lines of authority, not going around the Library Director to staff. 		
Community Representation/Advocacy: <ul style="list-style-type: none"> • Is seen as a spokesperson for the Library. • Listens to constituency, understands community interests and issues, and represents them to the Library Board. 		
Committee Work <ul style="list-style-type: none"> • Participates in at least one committee besides the Foundation board, and offers to chair a committee. • As Chair, uses the Committee structure to research options and gain understanding. • As Chair, brings consensus recommendations to the Board. 		

<p>Grand County Library Foundation</p> <ul style="list-style-type: none"> • Encourages and promotes donations to the Foundation. • Supports the Foundation by attending sponsored events. 		
<p>Knowledge</p> <ul style="list-style-type: none"> • Stays abreast of library issues, programs and services. • Supports library principles of Intellectual Freedom and confidentiality. • Brings a talent or expertise that supports the Board needs. • Participates in Board self-evaluation looking for areas of self-growth and improvement. • Participates in appropriate continuing education at least once a year. 		
<p>Ethical Conduct</p> <ul style="list-style-type: none"> • Deals ethically and respectfully with fellow Board members. • Deals ethically and respectfully with staff and does not expect preferential treatment. • Deals ethically and respectfully with the broader library community. • Complies with patron privacy and confidentiality laws standards. • Declares conflicts of interest as required by the Board Bylaws. 		
<p>Oversight</p> <ul style="list-style-type: none"> • Practices governance, not management (controls and directs the making of policy as opposed to exercising executive, administrative or supervisory direction). • Works to ensure policies are in place to address the legal responsibilities of the Board. 		

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<ul style="list-style-type: none">• Participates in reviewing and adopting budgets and keeps informed of Library financial status.• Participates in annual evaluation of Library Director and assists other trustees in setting clear direction for the Library Director.		
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