

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

Purpose of Manual

The Board of Trustees Manual is designed to give an overview of the Trustee position and provide links to sites and references that offer additional in depth information.

Our Mission

To create exceptional libraries which provide convenient and universal access to quality information resources while committed to the highest ideals of library service for personal lifelong enrichment and inclusive community involvement

Our Values

Convenient, universal and ever-improving access to quality information resources for all of the communities we serve, knowledgeable and responsive customer service, careful stewardship of the fiscal, physical, and information resources for which we have been given responsibility

Our Vision for Success

To be the Peak of Excellence in Mountain Libraries, spanning the Divide

About the Board of Trustees

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. Members of the Board are appointed for 3-year terms commencing on the date they are appointed by the County Commissioners. Its officers are president, vice president, secretary and treasurer.

Webster defines a trustee as “A person, real or juristic, holding property in trust.” Thus you have joined the group of individuals to whom the citizens of Grand County through the County Commissioners have entrusted the care of their libraries. The Board governs the GCLD and employs an Executive Director to manage the day-to-day administration and operations of the Library.

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

- Has fiscal and legal responsibility for the control and management of the library
- Has authority to make policy
- Hires/terminates the Executive Director

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Current Trustee [contact information](#) can be found at www.gclid.org | About Us | Board of Trustees. The current Board of Trustees organization chart can be found in the GCLD Policy Manual under the Board By-Laws at www.gclid.org | About Us | Library Policies.

The duties of the Board are outlined in the [Board By-laws and GCLD Policy Manual](#). The GCLD Policy Manual dictates the procedures for the operation of the District.

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

Board Committees

The Board has three standing committees: Policy, Finance and Public Relations as well as Committees of the Whole including: Strategic Planning and Evaluation Committee. You will be appointed to one or more of these Committees.

- The Policy Committee tracks the rules and regulations governing the District as well as writing various manuals and handbooks such as this one.
- The Finance Committee works with staff to generate an annual budget, oversee investments and assist fundraising efforts.
- The Public Relations Committee specializes in outreach to the community to promote the District and its services.
- The Strategic Planning Committee reviews and adjusts the Strategic Plan as needed.

A description of the areas of responsibility and membership of these Committees is outlined in the Board By-Laws in the [GCLD Policy Manual](#).

Board Meetings

- 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.

Strategic Planning

Staff and the Board work together to formulate a broad vision for GCLD. A Mission Statement is created by the Board to indicate how GCLD will pursue that Vision.

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- The primary role of the Board is to fulfill, promote and perpetuate [the Vision of GCLD and Mission](#) via the [2015-2017 Strategic Plan](#).
- [The Strategic Plan 2015 Trustee Objectives](#) (login required), outlines Focus Areas 1-3 for Trustees through 2017.

About the Libraries

The GCLD organizational structure includes six branch libraries in the district. Each library branch has an on-site Branch Manager who is assisted by Library Service Specialists. Volunteers provide valuable assistance in each branch library. The library branches are supported by the Executive Director and Central Services housed at the District Office in Granby.

- Fraser Valley Library
- Granby Library
- Juniper Library @ Grand Lake
- Hot Sulphur Springs Library
- Kremmling Library
- The “Sixth” online branch found a www.gclld.org

The libraries are a member of the [Marmot Library Network](#) which hosts the integrated library software system, maintains a union catalog of nearly two million titles, and provides technology services and Internet communications for all GCLD locations.

Support for the Libraries

- The Executive Director and Central Services staff of the District are based at the Central Services office in Granby.
- The [Friends of Grand County Library](#), an independent 501(C)(3) volunteer organization, raises and donates funds to support to GCLD programs.
- The [Grand County Library Foundation](#), also a 501(C)(3) organization, was created to seek and manage an endowment for GCLD as other financial benefits.
- GCLD seeks guidance from the Special District Association, the Colorado State Library, Mountain States Employers Council, and legal counsel.

Suggestions for Trustees

- Visit each of the libraries, meet the staff and familiarize yourself with the facilities and services.
- Use the [library catalog](#) to request items from throughout the Marmot Library Network.

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- Learn about the structure of the Board and your role.
- Explore the [GCLD website](#) and [Team Site](#) (login required)
- Learn about the recent history of GCLD
 - o In 1995, Grand County library District was established by voters with a 2.41 mil levy.
 - o The original mil of 2.41 has remained unchanged, although the funds generated fluctuate annually with changes in property valuations in the County.
 - o GCLD formed in 1995 through the efforts of the Committee to Protect the Library.
 - o 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).
 - o 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.
 - The Granby Library building and the Juniper Library @ Grand Lake were built in 2006.
 - o 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.
 - o 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.
 - o Failure of the ballot issue proposal resulted in reduced open days and hours at the libraries plus a reduction in open hours and staffing.

Board of Trustees- Reference Materials

Books

- [Boards That Lead](#) - Ram Charan, Dennis Carey, Michael Useem
- [The Imperfect Board Member](#) – Jim Brown

Resources for Trustees

- [Colorado State Library Board Handbook](#)
- [ALTAFF Trustee Academy Link](#) – great webinars at a value price for new trustees
- [ALA Library Advocates Handbook](#) - downloadable
- [ALA Trustees, Friends & Foundations](#) – excellent resource
- [ALTAFF Public Library Trustee Ethics Statement](#)
- [CAL Intellectual Freedom Handbook](#)
- [Library Research Service](#)
- [CAL Division of Trustees and Friends](#)

Organizations

- [American Library Association \(ALA\)](#)
- [Public Library Association \(PLA\)](#)
- [Colorado Library Association \(CAL\)](#)
- [Colorado State Library](#)
- [Colorado Library Consortium \(CLiC\)](#)
- [Colorado Library Law](#)
- [Special District Association](#)
- [Mountain States Employers Council, Inc.](#)
- [The Friends of Grand County Library, Inc.](#)
- [The Grand County Library Foundation](#)

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.
4. See next page

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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 Executive 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. 		
Grand County Library Foundation <ul style="list-style-type: none"> • Encourages and promotes donations to the Foundation. 		

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