

Current By-laws on Duties of Officers and Duties of Trustees (from C.A.L. website)

Article V. DUTIES OF OFFICERS

Section 24. President. The president shall, subject to the direction and supervision of the Board, be the principal executive officer of the District. The president shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

Section 25. Vice-President. The vice president shall assist the president and shall perform such duties as may be assigned by the president or the Board. In the absence of the president, the vice president shall have the powers and perform the duties of the president.

Section 26. Secretary The secretary shall oversee the keeping of the minutes of the meetings of Board and shall perform all other duties delegated by the Board or that may be incidental to the office of secretary such as the publishing of legal notices and the execution of legal documents as such may be required.

Section 27. Treasurer The treasurer or his/her designee, shall be the custodian of District funds, all of which, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Board. Administrative procedures will be followed that conform to proper accounting internal controls.

Duties of Trustees (See §24-90-109, C.R.S.)

1. Adopt library policies and bylaws for, and participation in, all board meetings.
2. Cause management of library property.
3. Employ a highly qualified library director. Empower him/her to manage the day-to-day operation of the library. Evaluate the director's performance annually.
4. Secure adequate funding and practice responsible fiscal management of the public money.
5. Have authority to enter into contracts.
6. Maintain a current map of library service area.
7. File annual report with the State Library (statistics).
8. Plan for the future of the library. Monitor and evaluate the overall effectiveness of the library.
9. Promote library services and advocate for the library in the community.

Job Title: President, Poudre River Public Library District Board of Trustees
Prepared: 2-2019

Summary: As president, with the input of the Board of Trustees, establishes policies and long-term goals for the library; oversees the budget process; represents, promotes and advocates for the library in the community, and hires and evaluates the Executive Director

Library Board President—Essential Duties and Responsibilities include the following:

- Attends and presides at all board meetings
- Directs the search and hiring process for the Executive Director, as required
- Prepares meeting agendas with Executive Director, ~~one week prior to monthly meeting~~
- With board approval, creates committees and appoints members as necessary
- Communicates as needed with the library executive director and executive assistant, to ensure implementation of board-directed vision and policies and a common understanding of all issues affecting the library district
- Represents the library district and its vision, goals, programs, accomplishments and needs to community organizations and at events sponsored in whole or in part by the library district, articulating the library's talking points
- Participates in the Executive Director Evaluation Committee meetings, and in the Executive Director's annual performance and salary review, and documents and communicates any requirements for improvement.
- Establishes and maintains, with the assistance of staff, a calendar of meetings and key events for the district and board of trustees
- Actively seeks partnerships with community organizations, governmental entities, schools and colleges to expand the reach of library services and leverage our resources as appropriate
- Works with the board of trustees and staff to develop funding plans and mechanisms for future needs of the district, including capital replacement and expansion, and operations
- Sets the example for trustees and staff by arriving early and prepared for all board meetings, committee meetings, board retreats, staff events and community events in order to start the meetings promptly with a clear agenda

General Trustee Responsibilities:

- Attends all library board meetings and participates actively, as appropriate:
 - Prepares for monthly board meetings by reading board minutes and other materials delivered prior to the board meeting date.
 - Serves as ex-officio member of all committees
 - Lends expertise and leadership to the board for the good of the library district.

- Supports basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the public's right to information
- Works with the board to establish ~~Regularly evaluates the~~ by-laws which outline library board operating procedures, and takes appropriate action to modify them as required
- With the board of trustees, establishes library policies and reviews them on an ~~ongoing~~ annual basis, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial condition
 - With the board, is responsible for final approval of annual library budget
 - With the board, approves requests for funding from outside sources when necessary
 - Regularly reviews financial reports of current income and expenses
- Becomes informed about the services offered by the library and promotes these services to the community by engaging with community, municipal, county, school and business/trade groups
- ~~Establishes and directs~~ Engages in on-going strategic planning
- Works with board to employ a competent Executive Director ~~who is~~ responsible for the daily operation of the library
- ~~Regularly evaluates the performance of the library executive director, taking action when appropriate (already under "essential duties)~~
- Adheres to Colorado Sunshine Law for open meetings
- Becomes aware of local, state, and federal library laws and issues, taking action when appropriate
- Abides by majority decisions reached by the library board
- Follows the established chain of command for effecting change, working through the executive director ~~and with the Board of Trustees.~~
- Reviews ~~and signs~~ significant or costly contracts if appropriate
- Keeps up with current library trends and practices through:
 - Reading the literature
 - Attending library conferences and webinars
 - Visiting other libraries
 - Talking to trustees from other libraries

Knowledge and Abilities:

- Commitment to provide the best possible library service for the community
- Commitment to inclusiveness in all decision-making processes
- An abiding interest in the library and the community
- Knowledge of the political climate ~~and demographic trends~~ in the community
- Support for local, state, and national library organizations, joining those deemed most appropriate
- Readiness to devote time and effort to the duties of a trustee

- Ability to work with people, lead meetings, and communicate effectively

Job Title: Vice-President, Poudre River Public Library District Board of Trustees
Prepared: 2-2019

Summary: Works together with the Board President and Board of Trustees to establish policies and long-term goals for the library; oversees the budget process; promotes and advocates for the library in the community, and hires and evaluates the Executive Director

Library Board Vice - President—Essential Duties and Responsibilities include the following:

- Presides at all board meetings when president is absent

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- Accepts responsibilities as delegated by the board president
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Job Title: Secretary/Treasurer, Poudre River Public Library District Board of Trustees

Prepared: 2-2019

Summary: Works together with the Board President and Board of Trustees to establish policies and long-term goals for the library; oversees the budget process; promotes and advocates for the library in the community, and hires and evaluates the Executive Director

Library Board Secretary/Treasurer—Essential Duties and Responsibilities include the following:

- Presides over meetings when the president and vice-president are absent
- Handles all incoming electronic correspondence and distribution
- Reviews and signs off on Board Minutes and records prior to distribution to the board to help ensure their accuracy and safety.
- Performs Treasurer duties (signing documents or contracts) as assigned by the Board of Trustees

General Trustee Responsibilities:

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COMBINED JOB DESCRIPTIONS—OFFICERS AND BOARD OF TRUSTEE MEMBERS

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Prepared: 2-2019

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