

Trustee Job Description

Guided by its mission statement, the seven-member Board of Trustees of the Poudre River Library District is committed to representing the interests of District residents, practicing responsible fiscal management of public funds, and delivering quality library services that are responsive to the needs of Northern Colorado.

Role of Trustees:

Poudre River Public Library District Trustees are volunteers, jointly appointed by the City of Fort Collins and Larimer County to govern the District. The Board adopts and oversees the budget, formulates bylaws and policies, conducts strategic planning, and hires and evaluates the library executive director.

Expectations of Trustees:

- A willingness to commit time and energy to the work of the District and the Board.
- An appreciation for the Library District's distinct role in the community and an understanding of the importance of public libraries in meeting the community's educational, recreational, and informational needs.
- A desire to sustain, advocate for, and advance the District in all its dimensions.
- A dedication to customer service and representing the diverse interests of District taxpayers.
- An understanding of the difference between library governance and library management—and an appreciation for the Board's role as a governing, not a management, body.
- An ability to work with others in a professional manner, helping to encourage and promote a climate of trust, mutual respect, and collaboration.
- The ability to assess information, solve problems, make decisions, and communicate those decisions in a deliberate and informed manner.
- A knowledge of the community and the many, varied interests, needs, and concerns of its residents.
- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice.
- A commitment to support District leadership in exploring and pursuing appropriate new programs, methods, opportunities, and technologies to strengthen service to patrons, improve Library operations, and solve problems.
- The ability to fairly and accurately communicate the official views and decisions of the Board of Trustees to citizens and community groups.
- A strong sense of legal and ethical conduct appropriate to the position.
- A commitment to transparency and accountability as a member of a public board.
- All organizations when legislative or other governmental decisions may impact the District or libraries as a whole.

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Trustee Duties:

- Participate as a member of the Board of Trustees to protect and advance the interests of the broader community by ensuring effective implementation of the policies, promotion, and development of the Poudre River Library District. This includes attendance at monthly Board meetings on the 2nd Monday of every month and participation in an average of two Board committees, which meet as needed to conduct Board business.
- Prepare for Board meetings by reading all materials sent out in advance.
- Participate in responsibilities of the Board including hiring and evaluating the Executive Director; resource oversight, including approval and evaluation of District budgets; strategic and facilities planning; goal-setting; advocacy; and policy development and revision.
- Follow the established chain of command for effecting change, working through the District Executive Director and the Board of Trustees President.
- Learn and share knowledge of issues that may affect the District and its libraries.
- Be familiar with the bylaws, code of ethics, policies, and handbooks of the District and adhere to all Colorado Open Meeting Laws.
- Serve as an advocate for public libraries within the District and at the state and national level, as able and appropriate.
- Support fundamental library tenets such as Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the Public's Right to Information.
- Support, attend, and participate in library functions and other community events in which the Library District is engaged.
- Represent constituent interests, questions, and concerns to the Executive Director.
- Support the Executive Director in interactions with City of Fort Collins officials and divisions, media, and other community and political organizations and entities.
- Participate and encourage efforts to promote philanthropic support of the Library District.
- Promote the library as a source of books and information resources for the interest, information, and enlightenment of all people of the community that the library serves.
- Participate as an advocate of the library and freedom of information to governmental and political organizations when legislative or other governmental decisions may impact the District or libraries as a whole.

Qualifications

Trustees must be at least 18 years of age, pass a criminal background check, and reside within the boundaries of the Poudre River Public Library District. All Trustees are jointly appointed by the Fort Collins City Council and the Larimer County Commissioners.

Application

FOR POUDRE RIVER PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

Return completed application to any of the three library locations or administrative building by the deadline:

Council Tree Library
2733 Council Tree Ave.,
Suite #200
Fort Collins, CO 80525

Harmony Library
4616 S. Shields St.
Fort Collins, CO 80526

Old Town Library
201 Peterson St.
Fort Collins, CO 80524

Webster House
Administration Center
301 E. Olive St.
Fort Collins, CO 80524

APPLICATION DEADLINE: 12:00 noon, Tuesday, February 14, 2023

Applicants must live in the Library District Boundaries. See service area map.

This application may be subject to the Colorado Open Records Act and should not be considered confidential.

Please type or use ink.

Name:

Street address: Zip code:

Mailing address: Zip code:

Day phone: Evening phone:

Email:

Length of residence in Library District service boundary:

Current occupation:

Employer:

*The following questions are required to complete the application.
Attaching a resume or curriculum vitae is optional.*

1. Why do you want to become a member of the Library District Board of Trustees?

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Please note that a "Yes" answer to the following question will not necessarily disqualify you from serving on the Board of Trustees. A background check will be required for applicants selected for an interview.

5. Have you ever been convicted of a crime (except minor traffic offenses that resulted in only a fine)?

() Yes () No If yes, please explain:

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Signature: Date:

Thank you for your interest in joining the Library Board of Trustees.

