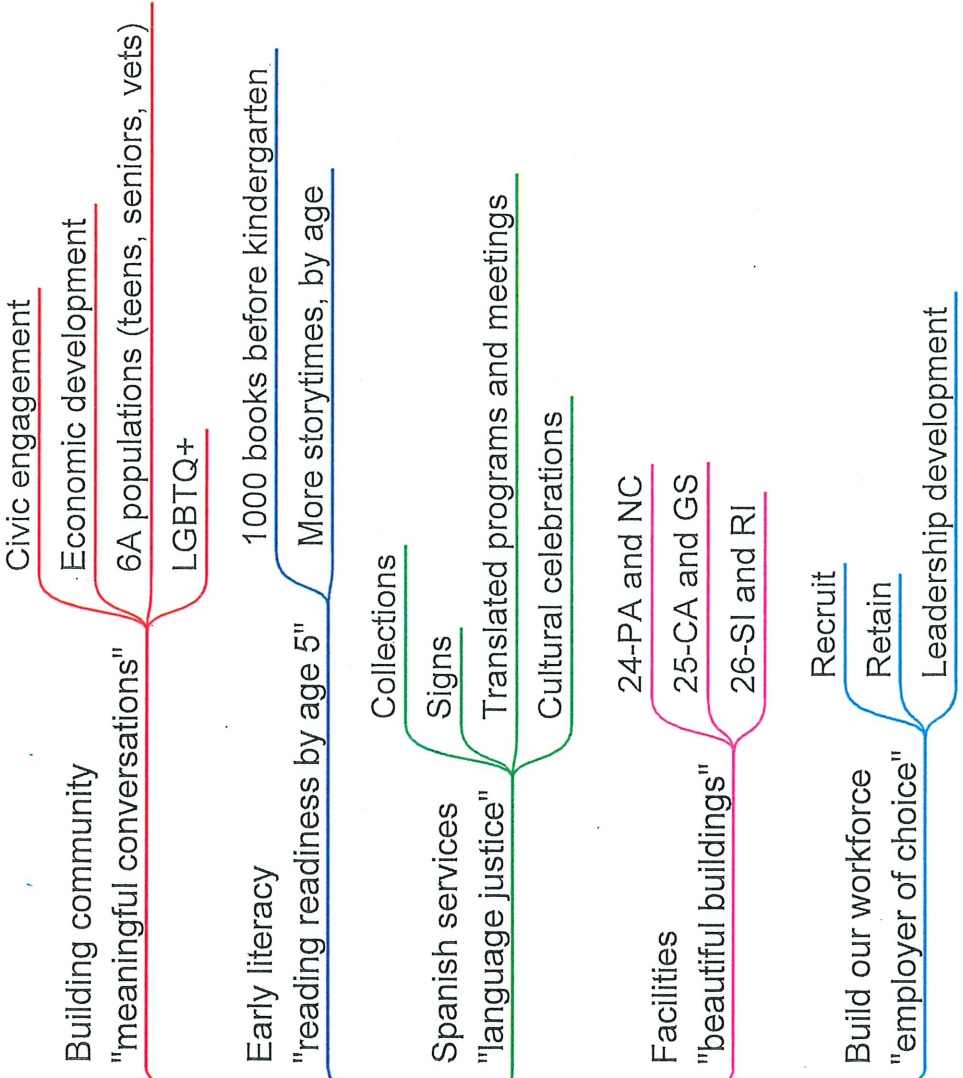
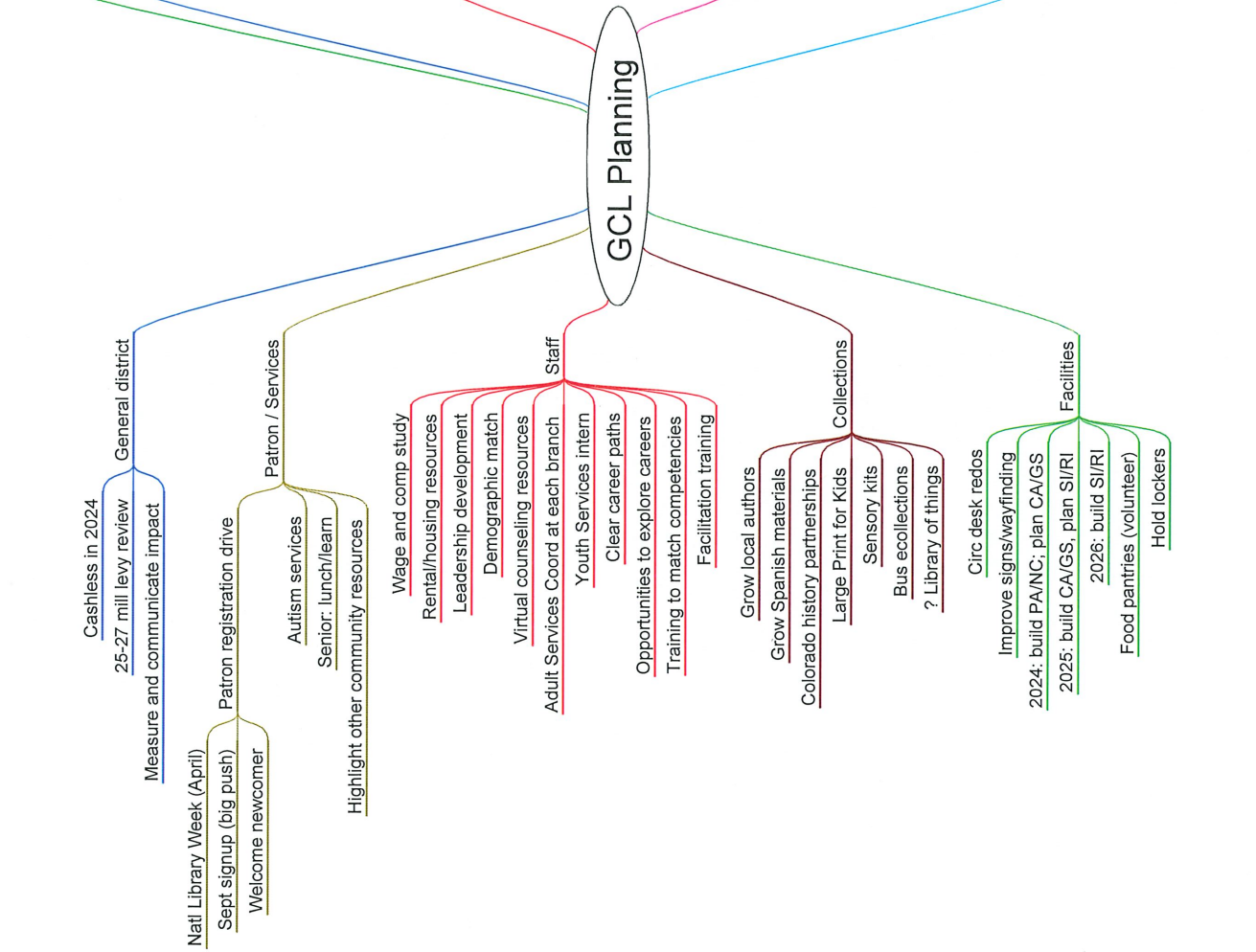
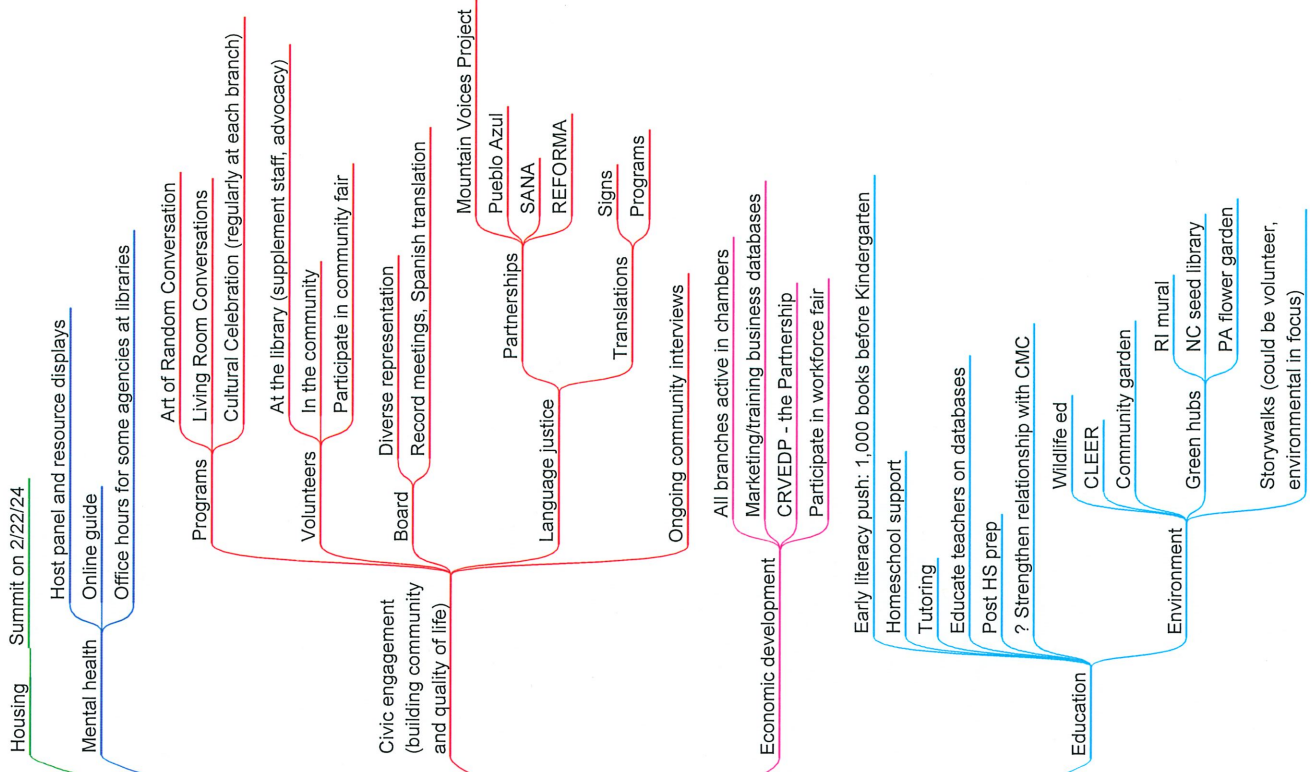
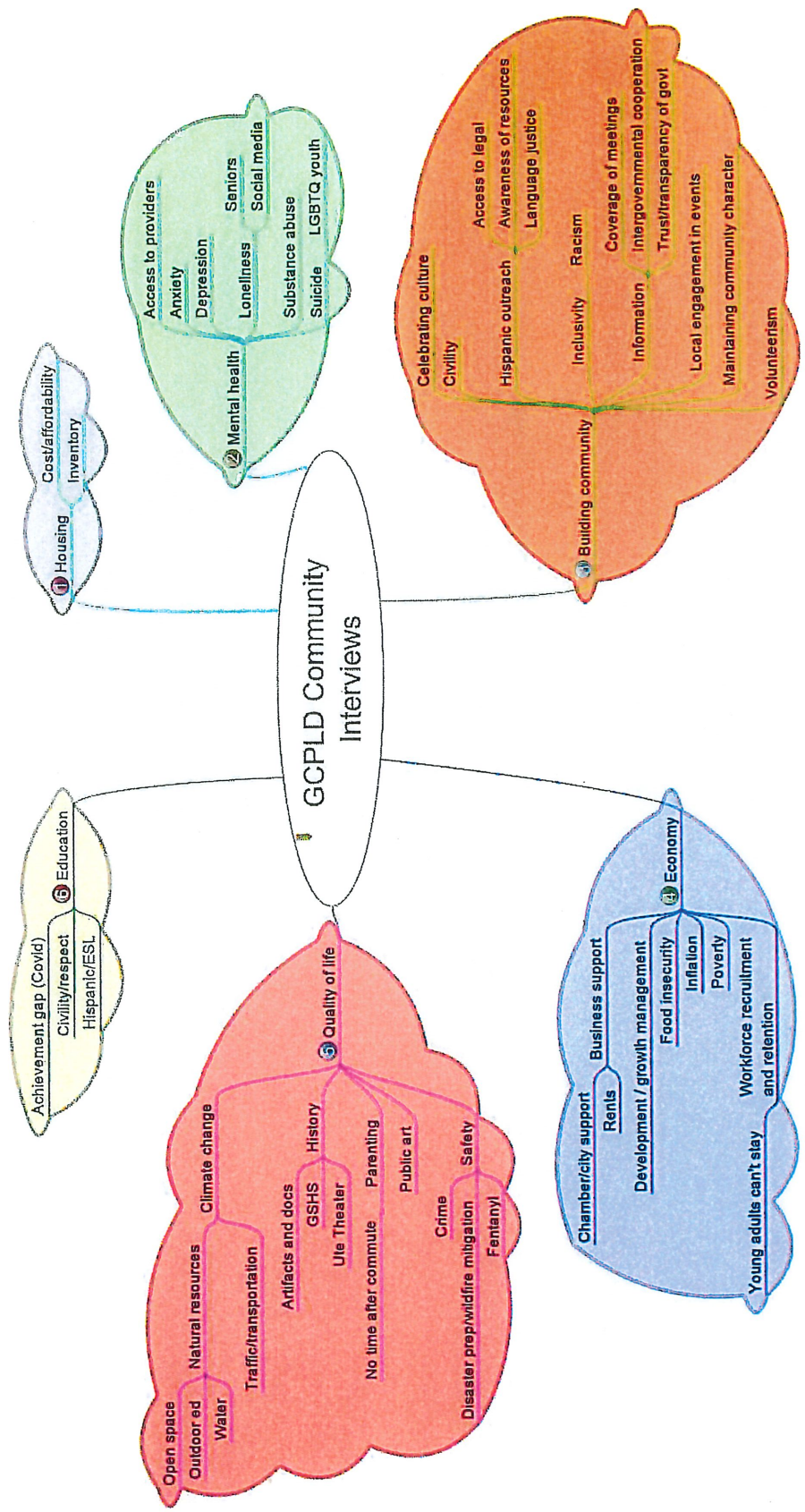


GCL INITIATIVES

GCL Initiatives







ETHICS STATEMENT

United for Libraries



Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

LIBRARY BILL
OF RIGHTS

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Colorado Library Law

The Colorado Library Law provides a legal framework for library operations and responsibilities. Staff, governing boards, and agency attorneys who work with libraries should be familiar with the information contained on these pages. [View the full Colorado Revised Statutes.](#)

Read the Colorado Library Law

- [Colorado Library Law](#) (PDF)
- [Library Law - Table of Contents](#) (HTML)

Quick Guides

The Colorado State Library has made the following Quick Guides to the Colorado Library Law available. These provide a non-legal summary of the statute language. They are intended to assist you in understanding the meaning of the law, not replace your local legal counsel. Please consult with your library's attorney for any necessary interpretations.

- [State Library Responsibilities](#) (HTML)
- [Capital Facilities Districts](#) (PDF)
- [Colorado Library Law](#) (PDF)
- [Comparison of Library Districts and a Regional Library Authority](#) (PDF)
- [Inclusion Into an Existing Library District](#) (PDF)
- [Internet Protection in Public Libraries](#) (PDF)
- [Method of Establishment](#) (PDF)
- [Privacy of User Records](#) (PDF)
- [Regional Library Authorities \(RLA\)](#) (PDF)

Go to: [Public Library Information Page](#)

For additional information contact the Colorado State Library, 303-866-6900.

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Financial Transparency

Financial information on schools and districts throughout Colorado. [Learn more about financial transparency.](#)

Colorado Library Law – The Quick Guide

CRS 24-90-101 et seq.

24-90-102. Legislative declaration

The general assembly hereby declares that it is the policy of this state, as a part of its provision for public education, to promote the establishment and development of all types of publicly supported free library service throughout the state to ensure equal access to information without regard to age, physical or mental health, place of residence, or economic status, to aid in the establishment and improvement of library programs, to improve and update the skills of persons employed in libraries through continuing education activities, and to promote and coordinate the sharing of resources among libraries in Colorado and the dissemination of information regarding the availability of library services.

Part 1: Formation and Duties

Rough, non-legal summary of statute: Colorado Library Law *

24-90-103 Definitions.

Defines major terms used throughout the Library Law.

24-90-103.5 Acts and elections conducted pursuant to provisions that refer to qualified electors or registered electors.

Any elections completed before July 1, 2003 are legal and valid.

24-90-104 State library created - administration.

Creates the State Library as a division of the Department of Education. Commissioner of Education appoints a deputy state librarian to carry out provisions of the law.

24-90-105 Powers and duties of state librarian.

Defines what the State Library and State Librarian can do to serve all libraries. The State Library serves as the repository of the bylaws and the legal service area maps of all library districts within the state.

24-90-105.5 Radio Reading Services.

A pass-through appropriation by the state legislature. [This program is not administered by the State Library, but annual plans and activity evaluations are necessary for funding].

24-90-106 Participation of existing libraries in the formation of new libraries

Describes how libraries may be formed to provide services to communities.

24-90-106.3 Inclusion of a governmental unit into an existing library district – procedure. **

Describes how a town or other governmental unit may become part of an existing library district

24-90-106.5 Establishment or removal of a municipal library in an existing county library or library district.

Explains how a municipality within another county or library district shall receive service. It may create its own library so long as it does not affect the finances of the library district, unless the library district agrees to revenue sharing.

24-90-107 Method of establishment. **

Lengthy description of the process for forming any of the four types of public libraries: city, county, district, or joint library.

Part 1: Formation and Duties

24-90-108 Board of trustees of public libraries. **	Describes public board formation and requirements.
24-90-109 Powers and duties of board of trustees. **	Outlines Board powers and duties. A copy of all library district bylaws shall be filed with the legislative body of each participating governmental unit and the state library.
24-90-110.7 Regional library authorities. **	Lengthy description of a Regional Library Authority, how to create one, and its powers.
24-90-112 Tax support - elections.	Describes methods and procedures for tax-related elections and use of taxes raised for use by the library.
24-90-112.5 Issuance of bonds.	Lengthy description of Board responsibility and procedures for dealing with general obligation indebtedness.
24-90-113.3 Contract to receive library service.	A city or county legislative body or school district may contract for library in lieu of creating its own library.
24-90-114 Abolishment of libraries.	A library [meaning the complete entity, not just one building or branch] may dissolve itself on a vote of electors. Outlines necessary actions if this occurs.
24-90-115 Regional library service system - governing board.	Created the regional library service systems. [The seven regional systems were reconstituted into one in 2004 due to budget cuts].
24-90-116 Existing libraries to comply.	Any library formed before or after July 1, 1979 is legal.
24-90-117 Theft or mutilation of library property.	People who destroy or don't return materials may be charged with a class 3 misdemeanor. [See CRS 18-1.3-105]
24-90-118 Colorado libraries automated catalog project.	Provides the authority to create the Colorado Virtual Library (CVL).
24-90-119 Privacy of user records. [Also known as the Privacy Law] **	<p>(1) ...a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.</p> <p>(2) Records may be disclosed in the following instances:</p> <p>(a) Pursuant to subpoena, upon court order, or where otherwise required by law;</p> <p>(b) Upon written consent of the user;</p> <p>(c) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor; or</p> <p>(d) When necessary for the reasonable operation of the library;</p> <p>(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.</p>

Part 2: State Publications	
24-90-201 through 208 State publications depository and distribution center.	Sections 201—208 Establishes the State Publications Library. Describes the need for, and procedures for all state agencies to provide printed or electronic materials for cataloging and distribution to designated depository libraries in the state.
Part 3: Colorado Computer Information Network (Colorado Virtual Library)	
24-90-302 Colorado Virtual Library - creation - components - access.	Creates the Colorado Virtual Library (CVL), a service used to: <ul style="list-style-type: none"> ▪ connect to the on-line catalogs of Colorado libraries; ▪ connect to locally produced databases; ▪ access to digitized collections of Colorado resources and Indexes of full text database products to serve the needs of the people of the state; ▪ operate an interlibrary loan system for resource sharing; and ▪ perform other services associated with providing computer-based library services.
Part 4: Library Grants	
24-90-401 through 408 Library Grants [Also known as State Aid for Libraries]	Provides authority for appropriation of \$2 million in state aid for school, public, and academic libraries. Outlines procedures for distribution, including need to meet filtering requirements on internet access. These funds have not been appropriated for libraries since 2002.
Part 5: Library Capital Facilities Districts	
24-90-501 through 519 Library Capital Facilities Districts **	Outlines the procedures for a library district to establish a capital facilities district to generate a tax-base or revenue for building improvements, or land, collection, or other needs. References various other sections of state law dealing with taxes, elections, expenditures, and bonds.
Part 6: Internet Protection in Public Libraries	
24-90-601 through 606	Outlines the expectations and responsibilities for policies on internet content in public libraries.

* Consult with your respective city, county, or district lawyers for legal advice on, and implications of, Colorado Library Law, or call the Colorado State Library for additional information.

** Indicates a Quick Guide for this section.

For further Public Library Information:

www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries/Index

Contact Jacqueline Murphy for additional information at 303-866-6891 or muphy_j@cde.state.co.us



Colorado State Library, 201 E. Colfax Ave., Room 309, Denver, CO 80203
voice: 303-866-6900, fax: 303-866-6940

GCPLD RESOLUTION

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT RESOLUTION

WHEREAS, the Board of the Garfield County Public Library District (GCPLD) having determined it to be in the best interest of the District to review and make certain amendments to the By-Laws of the Garfield Library District; and

WHEREAS, in accordance with Article XII of the By-Laws of GCPLD, amendments to the By-Laws may be adopted by a majority vote of the members of the Board present at a regular meeting subsequent to notification of all Board members of the proposed change.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Article I Name

The name of this organization is the Garfield County Public Library District (GCPLD), with headquarters located at Rifle, Colorado. The District may conduct some or all of its business using the name "Garfield County Library System" or "Garfield County Libraries". The District is a political subdivision of the State of Colorado.

Article II Membership and Responsibilities

1. The management and control of the Garfield County Public Library District shall be vested in a board of seven trustees appointed by the Board of County Commissioners of Garfield County. Appointees to the GCPLD Board of Trustees shall be chosen from the residents within the legal service area of the library and recommended by the Board of Trustees of the District for the consideration of the Board of County Commissioners. Preferably, one Trustee be chosen from the geographic area of each area of each branch. However, in the event of an ongoing vacancy in one branch, a trustee from outside the geographic location may be appointed. The seventh Trustee shall be chosen at large. Trustee selection strives to represent the diverse elements of the County population.
2. Any new member of the Board shall be presented to the Garfield County Commissioners to affirm an appointment.
3. Each Trustee shall be appointed for a term of five (5) years. A Trustee may serve no more than two (2), five-year terms. However, if a Trustee first serves an unexpired partial term, the Trustee is still eligible to serve two (2) additional, three-year terms.
4. In accordance with C.R.S. 24-90-108(5), a GCPLD trustee may be removed by a majority vote of the Board of County Commissioners, but only upon a showing of good cause as defined in, but not limited to, the by-laws adopted by the Board. Good cause shall be defined as willful misconduct, refusal to obey an order of the presiding officer, or neglect of duty in office.
5. Acceptance of an appointment to a Trustee position assumes a commitment to attend all monthly meetings. All Trustees must contact the Executive Director and the Board president no later than the day before the scheduled meeting in order to determine if there will be a quorum. Failure to attend three meetings of the Board in any year without excuses from the presiding officer for each absence will

constitute neglect of duty. (See Meetings.)

6. Trustees serve without compensation. Necessary traveling and subsistence expenses incurred on behalf of the library may be paid from the GCPLD Library Foundation. Also, memberships in Library organizations and conferences can be paid under the guidelines of Board Policy.

7. The Board shall retain a qualified librarian as Executive Director who shall administer policies adopted by the Board, employ, direct and supervise staff members, prepare required reports, recommend policies and promote effective library service and otherwise serve at the Board direction.

8. Vacancies in Trustee positions shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen.

Article III Officers and Duties

1. The Board of Trustees shall elect from its membership a President, a Vice-president, a Secretary, and Treasurer and other roles as the Board may deem necessary.

2. Officers are elected annually at the regular meeting of the Board in January and shall take office immediately. The officers shall be elected by a majority of the Board voting at said election.

3. The President shall sign either by manual, facsimile, or electronic signature any leases, deeds, mortgages, contracts, and other instruments that the Board has authorized or executed on behalf of District. In the absence of the President, the Vice-president shall chair the meeting. If the office of President should become vacant in the middle of a term, the Vice-president shall assume the duties of the President.

4. The Secretary shall be responsible for ensuring meeting minutes are available.

5. The Treasurer shall be a member of the Budget Committee. The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of District in permanent records.

Article IV Powers and Duties of the Board

The Board shall have all those duties and responsibilities authorized a public library district by the Colorado Revised Statutes 24-90-101, *et seq.* and any future revisions. All powers, privileges and duties vested in, or imposed upon, the Garfield County Public Library District by law shall be exercised and performed by and through the Board of Trustees, whether set forth specifically or implicitly in these By Laws. The Board may delegate to officers and employees of District any or all administrative and ministerial powers, such as the taking or transcribing minutes.

Without restricting the general powers conferred by law or these By Laws, it is hereby expressly declared that the Board of Trustees shall have the following powers and duties:

1. Adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as it deems expedient. The bylaws shall include, but not be limited to, provisions for the definition of good cause to be applied in the removal of a trustee pursuant to section 24-90-108(5); designation of those officers to be appointed or elected and the manner of such appointment or election; rules and regulations for the conducting of meetings; rules for public participation in meetings; and procedures for amending the bylaws. The bylaws of a library district shall further provide for the length and number of terms of board members. A copy of the bylaws shall be filed with the legislative body of each participating governmental unit.
2. Have supervision, care and custody of all property of the library, including rooms or buildings constructed, leased or set apart therefore.
3. Employ a librarian as Executive Director and employ such other employees as may be necessary, prescribe his/her duties, and compensation.
4. Submit annually a budget as prescribed by law and certify to the Board of County Commissioners the sum necessary to maintain and operate during the ensuing year.
5. Adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, C.R.S., and have exclusive control and spending authority over the disbursement of library funds as set forth in section 24-90-112(2)(a).
6. Accept such gifts of money or property as it deems appropriate for GCPLD.
7. Hold and acquire land by gift, lease or purchase GCPLD purposes.
8. Lease, purchase, or erect any appropriate building for GCPLD purposes and acquire such other property as may be needed.
9. Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.
10. Borrow funds for library purposes by means of a contractual short-term loan when monies are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
11. Authorize the bonding of persons entrusted with library funds as required by statute and/or by agreement with Garfield County.
12. Conduct an annual audit of the financial statements of the district.

13. Hold title to property given to or for the use or benefit of the GCPLD, to be used according to the terms of the gift.
14. Do all other acts necessary for the orderly and efficient management and control of the library.
15. Have the authority to enter into contracts.
16. Receive the true and correct copies of all school district collective bargaining agreements submitted pursuant to the "Colorado School Collective Bargaining Agreement Sunshine Act", section 22-32-109.4, C.R.S., and create a repository for all of said current collective bargaining agreements at the library that is available to the public for inspection during regular business hours in a convenient and identified location.
17. Will be kept informed of all policy and operational implementation of internet safety for minors in the district's libraries.
18. Have the authority to request the Board of County Commissioners that an election be held to alter the maximum tax levied to support the library district pursuant to section 24-90-112(1)(b)(III).

Article V Funds of the Library

Pursuant to agreement with the Treasurer of Garfield County, the GCPLD shall be the custodian of the funds of the library, whether derived from taxation , gifts, etc. The funds shall only be used for library purposes.

Article VI Meetings

1. The regular physical or virtual meetings of the Board of Trustees shall be held monthly at a date and time determined by the Board at its annual January meeting. The set date and time and location for any meeting may change upon consensus of the Board. The Board will abide by all requirements of Colorado law regarding open meetings and notification. Notice of regular meetings shall be posted for all GCPLD websites, and at the Garfield County Clerk and Recorder's Offices/Website . All meetings of the Board, other than executive sessions, shall be open to the public and in compliance with state statutes.
2. Special meetings may be held at any time when called by the President or at the request of four members of the Board. All members must be notified at least seventy-two (72) hours in advance of a special meeting. In addition, notice of special meetings of the Board shall be posted in each library operated by the District and at the Garfield County Clerk and Recorder's offices. Only items on the announced agenda may be considered at a special meeting.
3. After three unexcused absences by a trustee in any year, the library Board will notify the appointing Board of Commissioners that the absences have occurred, and request that the Board of County Commissioners adopt a resolution declaring the position of the absentee trustee to be vacant.
4. Any action of the Board shall require the affirmative vote of a majority of the Directors present and

voting. A quorum of the Board consists of four members. All official business of the Board shall be transacted at a regular or special meeting at which a quorum of the Directors shall be present, except when special or emergency circumstances affecting the affairs of District and the health and safety of District residents so dictate , then those Directors available at the time may undertake whatever action is considered necessary and may so instruct District' s employees, such actions which shall later be subject to ratification by the Board.

5. The order of business for each regular meeting of the Board shall include the following, but not necessarily in the order listed:

- Call to Order
- Roll Call
- Minutes of the previous meeting
- Discussion
- Action
- Recognition of visitors and establishing time limits for presentations
- Financial Report-Claims for Board Approval and asset report
- Narratives from Administrative Team and Branch Managers
- Reports of Trustees and Committees
- Time and Place of Next Meeting
- Adjournment

6. Meetings of the Board of Trustees are recorded for the convenience of the recording secretary in transcribing minutes only and do not constitute the official record of Board meetings. Recordings are retained only until the official minutes have been approved at a subsequent meeting of the Board of Trustees. Persons wishing to review recordings of Board meetings may do so at the business office of the Garfield County Public Library District in accordance with the Colorado Open Records Act, C.R.S. 24-72-205. The Garfield County Public Library District does not provide facilities for duplicating recordings. Executive session minutes shall be kept separate from minutes of the regular session minute book and recordings and shall not be open to the public, except as provided by law. Executive session minutes shall be retained for ninety (90) days and then destroyed.

7. Any Board member' s potential conflict of interest shall be disclosed in accordance with Colorado law.

8. All official business of the Board shall be conducted at regular or special meetings. Executive Sessions may be called at regular or special meetings , and conducted according to the following guidelines:

- (a) Calling the Executive Session. The topic for discussion in the Executive Session shall be announced in a motion, and the specific statute that authorizes the Executive Session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in Executive Session. An affirmative vote of two-thirds (2/3) of the quorum present shall be required to go into Executive Session.
- (b) Conducting the Executive Session. No formal action shall take place in an Executive

Session. The discussion in Executive Sessions shall be limited to the reasons for which the Executive Session was called. An electronic record of the actual contents of the discussion in the Executive Session, shall be used, and a record kept for ninety days, after which, if no Open Records Act request has been filed, they may be erased or destroyed.

Article VII Committees

1. The Board of Trustees may function as a committee of the whole without appointment of standing committees.
2. The Board may establish standing committees, which shall make regular reports. Membership on standing committees shall be for one year by appointment of the president.
3. Special committees may be authorized and appointed by the President for special, limited purposes and shall serve only until the completion of the assignment.
4. There shall be a permanent committee, known as the Budget Committee, composed of the Treasurer, a member of the Board appointed by the President, and the Executive Director, which shall be responsible for preparation of the annual budget of GCPLD and such other matters as may be assigned to it by the President or the Board

Article VIII Annual Reports

The Board of Trustees shall make a report to the state library in the form of a response to a survey to be designed and administered by the state library. The report shall contain such other statistics and information as may be required by the state library.

Article IX Parliamentary Authority

Robert's Rules of Order, latest revision (edition), shall govern the proceedings of the Board and of its committees to the extent applicable.

Article X Principal Office

The principal business office of District shall be at 207 East Avenue, Rifle, CO 81650, PO Box 832 Rifle CO 81650. The Board, by resolution, may from time to time, designate , locate and relocate its executive and business office and such other offices as, in its judgment

Article XII Amendments

1. Amendments to these by-laws or to any policy documents of the Board may be adopted by a majority vote of the members of the Board present at a regular meeting subsequent to notification of all Board members of the proposed change.
2. The date of adoption of the by-laws must be noted in the minutes of the meeting at which they were adopted as well as being noted on the instrument.

3. Amendments must be attached to the by-laws.

Adopted, by a majority vote of the members of the Board subsequent to notification of all Board members of the proposed changes, at its regular meeting, this 4th day of June 2020.

Garfield County Public Library District

Alice Bedard-Voorhees

Alice Bedard-Voorhees (Jun 26, 2020 12:39 MDT)

President

ATTEST:

Michelle R. Foster

Secretary

Exhibit A: Current GCPLD Board of Trustees

Alice Bedard-Voorhees, Glenwood Springs, for a term ending 12/31/21

Jocelyn Durrance, Carbondale, for a term ending 12/31/2024

Adrian Rippey-Sheehy, Silt, for a term ending 12/31/2023

Michelle Foster, Parachute, for a term ending 12/31/2020

Monica Miller, Rifle, for a term ending 12/31/2021

Landon Churchill, At Large, for a term ending 12/31/2020 (partial term)

COLORADO PUBLIC
LIBRARY BOARD +
TRUSTEES HANDBOOK

Colorado Public Library Board & Trustee Handbook

For more information or to request printed copies of the handbook, contact the Colorado State Library, 303-866-6900.

[Introduction](#) | [Types of Boards](#) | [Duties of Trustees](#) | [Board Meetings](#) | [Intellectual Freedom](#) | [The Trustee in the Community](#)

[Resources for Trustees](#) | [Golden Rules for Trustees](#) | [Colorado Library Laws](#)

Introduction

Colorado public libraries are central hubs in their communities. They provide **free and equal access to educational, informational, and recreational materials** and resources in a variety of formats. It is the responsibility of a public library trustee to ensure that the public library's policies support the mission and the community, and provide access and services to all community members. This pocket guide gives library board members a broad view of their duties and responsibilities and can be used as a basis for discussion by boards and library directors. For further information, consult your library director, the Colorado State Library, the Colorado Library Consortium (CLiC), the Colorado Association of Libraries, or the United for Libraries Division of the American Library Association.

Types of Boards

In Colorado, there are two types of library boards of trustees: *governing* and *advisory*.

A **governing board** of trustees:

- Has fiscal and legal responsibility for the control and management of the library
- Has authority to make policy
- Hires/fires the library director
- Has all the powers enumerated in §24-90-109, C.R.S.

An **advisory board** generally makes recommendations on policy and/or budget to the local governmental entity and acts as a liaison between the library, local government, and the community.

Library boards have legal responsibilities granted by the Colorado Revised Statutes. Note that **written agreements** with local governing entities ensure that a library board continues to exercise its authority.

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

1. Adopt library policies and bylaws for, and participate in all **board meetings**.
2. Have custody of library **property**.
3. **Employ a highly qualified library director**. Empower them 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 an annual **report** of statistical data with the State Library.
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.

Local practices vary—consult your library director and your bylaws

Board Meetings

BYLAWS

Bylaws govern how the board governs itself. They include terms of office, election of officers, quorum attendance at meetings, voting, and the board's relationship to the director and staff, etc.

A packet of appropriate information and the agenda should be sent to all members in advance of the meeting and posted in accordance with the Open Meeting Requirements of the Colorado Sunshine (See §24-6-401 et seq., C.R.S.).

GUIDELINES FOR BOARD MEETINGS

Guidelines need to be created and agreed upon by the board.

- Bring your full attention and participation.
- Stay concise and work within the agenda.
- Share the time with others.
- Stay productive.
- Speak only for yourself.
- Remember, the board acts as a body; individual board members do not have the power to act alone.

Adapted from Pat Wagner, Pattern Research.

See the [Open Meeting Requirements of the Colorado Sunshine Law](#). (See §24-6-401 et seq., C.R.S.)

Intellectual Freedom

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. Intellectual freedom is the basis for our democracy. Libraries provide ideas and information, in a variety of formats, to allow people to inform themselves. It is the right of every individual to decide what information they want (and to be able to obtain it).

The library board of trustees has a responsibility to protect and defend intellectual freedom by ensuring free and open access to information and materials as guaranteed by the First Amendment of the Constitution of the United States.

Every local public library should have a written collection development policy adopted by the governing entity. This policy should include selection criteria for all types of library materials and a procedure for reconsideration of materials in the event of a challenge.

Adapted from the American Library Association.

For more information about Intellectual Freedom in libraries, the board and director should review the American Library Association [Library Bill of Rights](#) and [Freedom to Read Statement](#), as well as its own policies.

In the event of a challenge to materials, or other Intellectual Freedom issues, assistance is available:

- Colorado Association of Libraries (CAL) [Intellectual Freedom Committee](#): 303-463-6400
- American Library Association (ALA) [Office of Intellectual Freedom](#): 800-545-2433

The Trustee in the Community

Public library boards and trustees play an essential role in shaping the public image of the library. Trustees are among the library's most influential representatives in the community.

The effective trustee will:

- Understand and be able to articulate the library's mission.
- Be familiar with and support the library services and programs.

- Keep the lines of communication open between the trustees, the director, the community, and local government officials.
- Foster community involvement with the library.
- Maintain a positive relationship with the Friends of the Library and/or Library Foundation.
- Understand community needs, library capabilities, and the necessity to plan carefully for future library services.
- Never miss an opportunity/occasion to build goodwill for the library.
- Participate in local and statewide advocacy, stressing the importance of public libraries in today's information-rich society.
- Focus on policies and practices that permit a well-run library, not on running the library and staff.

Statewide peer support, advocacy help, and information about library boards and trustees is available at the Colorado Library Association (CAL) and the American Library Association (ALA)—United for Libraries.

[View information on board development through the State Library.](#)

Resources for Trustees

- [Library Board & Trustee Information](#)
- [Colorado Library Law and Quick Guides](#)
- [Colorado Library Trustees Email List \(COLT\)](#)
- [Colorado Public Library Standards](#)
- [Colorado Revised Statutes \(Colorado General Assembly\)](#)
- [Colorado Department of Local Affairs \(DOLA\)](#)
- [Colorado Association of Libraries \(CAL\)](#)
- [United for Libraries - American Library Association \(ALA\)](#)

Board members and trustees should consider individual or organizational membership in the following associations:

- [Colorado Association of Libraries \(CAL\)](#)
- [Special District Association \(SDA\)](#) (districts only)
- [United for Libraries - American Library Association \(ALA\)](#)

Golden Rules for Trustees

- **Leave the actual management of the library to the library director.**
- The **director's responsibility** is to employ and supervise the staff, select books and other materials, supervise day-to-day operations, apply policies, and oversee procedures.
- After a policy or rule is adopted by the majority vote of the library board, **do not criticize** or re-voice your opposition publicly.
- **Respect confidential information.** Until officially released, do not divulge information regarding future board actions or plans.
- **Observe communications** and information policies of the board and library. Speak as a member of the board, but refer questions about policies to the library director or appropriate library representative.
- Observe **ethical standards** with absolute truth, integrity, and honor, and disqualify yourself immediately whenever the appearance of a conflict of interest exists.
- All actions by the board must be approved by a **quorum** of the board at a regular meeting.
- Do not hold board meetings without the library director. Follow **Sunshine Laws**.
- **Complaints from the public and staff are the library director's responsibility.** Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- **Assume your full responsibility as a board member.** If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

BOARD OF TRUSTEES
SELF ASSESSMENT

BOARD OF TRUSTEES

SELF ASSESSMENT

TRUSTEE SCORECARD

Please check the box for those statements you are in total agreement with.

- I know the District's Mission Statement and am aware of the Vision Statement and Key Strategic Directions and Long Range Plan.
- I am familiar with the board's goals.
- I am familiar with library law as it applies to my library district.
- I am familiar with the board's bylaws and District policies.
- I attend board meetings regularly.
- I attend committee meetings and effectively participate in the committee process.
- I come to meetings having already read the information relevant to that meeting.
- I understand and am comfortable with the board's decision-making process during meetings.
- I willingly abide by majority board decisions and support it publicly.
- I treat other board members with respect and listen carefully to their opinions.
- I understand and respect the different roles and duties of the library director and the trustee board.
- I route my requests of staff through the library director.
- I encourage and support the library director in achieving our organization's goals.
- I visit my library frequently enough to be thoroughly familiar with services and to see potential need.
- I am a member of a civic organization.
- I am a library advocate to civic groups, community organizations and public officials.
- I keep abreast of legislation and the impacts it has on the library community.
- I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- I belong to a state or national library organization and have read issues of state or national library organization journals over the past six months.
- I continually educate myself and have attended at least one library conference or workshop this year.

(If each checked box represents 5 points – all boxes checked would equal 100.)

I will talk to another trustee about...

TRUSTEE SCORECARD for Board Secretary Please check the box for those statements you are in total agreement with.

- Knowledgeable of the board's statutory authority, bylaws and operating policies as well as parliamentary procedure.
- Takes responsibility for the board minutes, ensuring that they are a clear, concise and factual record of the meeting.
- Oversees the keeping of member attendance records.
- Oversees all correspondence on behalf of the board.
- Remembers that they are only one member of the board, does not act alone.

TRUSTEE SCORECARD for Board Treasurer Please check the box for those statements you are in total agreement with.

- Understands financial accounting.
- Serves as chairperson for the board finance committee.
- Oversees the budget process and dissemination of information to the board on budget matters.
- Reviews the annual audit.
- Remembers that they are only one member of the board, does not act alone.

evaluates the library director annually based on the success of set goals and/or expectations.					
feels free to communicate problems to the director in a timely manner.					
requires regular written updates from the director on progress toward the annual plan and goals.					
is familiar with state and federal laws governing libraries. The board has established bylaws to oversee its governance.					
has established clear policies to govern and guide library operations.					
continually reviews and updates the library's policies.					
pays more attention to the ends than the means – to what will be accomplished versus how it will be done.					
safeguards the public's First Amendment/Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.					
is aware of patron privacy protections under State law and ensures through its policies that patron information is kept confidential.					
is representative of the community of patrons it serves.					
is politically active, advocating for libraries in the public policy arena.					