



**Pikes Peak Library District
POSITION DESCRIPTION and APPLICATION FORM**

BOARD OF TRUSTEES MEMBER

A meaningful public service commitment for the community oriented individual

General Information:

The Pikes Peak Library District Board of Trustees is a governing board. There are seven members serving on the PPLD Board. The term of office is five years; vacancies are filled for the remainder of the unexpired term. Board members may serve for no more than two terms.

Board members are appointed jointly by the Colorado Springs City Council and the El Paso County Commissioners.

Colorado Library Law addresses the composition of library boards in CRS 24-90-108. It specifically defines the power and duties of library boards in CRS 24-90-109. The Board for a library district is considered a governing, as opposed to an advisory Board, and responsibilities, as defined by both law and practice, are outlined below.

Board Responsibilities:

1. MEETINGS:

Preparing for, attending, and actively participating in regular Board meetings, as well as Committee meetings; Becoming familiar with Library Board Bylaws and updating them as needed; Attending selected Library events.

2. COMMUNICATIONS:

Serving as a community liaison, which increases the visibility and accessibility of the Library; Understanding and articulating the mission and role of the Library in the community; Fostering open communications between the Library, the community, Library partner groups, and local officials.

3. LIBRARY DIRECTOR:

Appointing a competent and qualified Executive Director to lead and manage the operations of the Library District; Evaluating the performance of the Executive Director regularly.

4. POLICY:

Setting policy which is responsive and appropriate for the operation of the Library system, which ensures quality library service to the public, and which reflects a service philosophy that is appropriate for the entire community.

5. PLANNING:

Becoming familiar with social, economic, demographic, financial, and library trends that may impact on community library needs; Reviewing, updating, and approving the Library District's strategic plan, to ensure responsive and effective library services for the future.

6. BUDGET:

Reviewing and approving the annual library budget; Setting appropriate financial policies for purchases and disbursements; Contracting for the timely completion of an annual audit; Monitoring revenue projections and ensuring viable funding to maintain library services.

7. LEGISLATIVE AWARENESS:

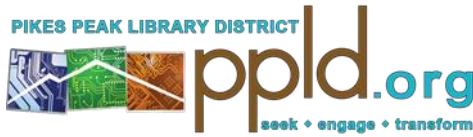
Becoming familiar with basic public library service tenets and laws, such as intellectual freedom, privacy of user records, tax issues, and sunshine laws; Monitoring legislative issues (local, state, national) that impact on library services; Communicating with the public, as well as with legislators, regarding those issues, as needed.

8. STEWARDSHIP:

Monitoring the overall effectiveness of the Library District, ensuring accountability to the public; Implementing responsible fiscal practices; Holding title to, caring for, and disposition of all property of the Library, including land, buildings, and collections; Abiding by applicable ethical standards.

9. BOARD DEVELOPMENT:

Attending meetings, training sessions, or workshops to keep informed about Library issues and trends.



Board of Trustees Member Application

A meaningful public service commitment for the community oriented individual

Colorado Library Law addresses the composition of Boards in CRS 24-90-108. The power and duties of library boards appear in CRS 24-90-109. The Board for a library district is considered to be a governing board, as opposed to an advisory board. Under Colorado Library Law, governing boards are empowered to adopt and oversee library budgets, adopt library policy, set direction, and to hire and supervise the director of the library district.

Seven members serve on the Pikes Peak Library District Board of Trustees. The term of office is five years; vacancies are filled for the remainder of the unexpired term. In order to encourage greater participation on the Board from the community, Board members may serve for no more than two terms regardless of the length of any unexpired term served. One or two trustee terms usually expire annually. This ensures continuity, yet allows for the regular introduction of new Board members.

Board members serve without remuneration.

Any questions concerning typical meeting commitments, times, or general trustee responsibilities may be directed to the Library's Executive Director, Paula Miller, at 531-6333 (x2010). Members of the Pikes Peak Library District Board of Trustees are appointed jointly by the Colorado Springs City Council and the El Paso County Commissioners.

Please complete the information below, and please also feel free to attach a resume.

Applications should be mailed to: Pikes Peak Library District; Attention: Board Applications; PO Box 1579; Colorado Springs, CO 80901. **The deadline for receipt of applications is June 30, 2013 at 12pm (noon).**

Today's Date _____

Last Name _____ First Name / Middle Initial _____

Daytime Phone _____ Evening Phone _____ Cell Phone _____

Email Address _____

Address _____ City _____ State _____ Zip _____

How long have you lived in this area? _____

Occupation: _____ Years in Occupation: _____

Employer: _____ Title: _____

- The Pikes Peak Library District Board of Trustees normally meets at least 6 times annually. Extra meetings are scheduled as needed. Meeting time is typically 8:00 a.m. on a Tuesday. Board committees meet at various other times.
Does your schedule work for Board meetings? _____ yes _____ no
- The term for this appointment is August 2013 – December 31, 2014 (completing a vacant partial term).
Are you able to commit to serving this full term? _____ yes _____ no
- Are you able to consistently contribute additional time to committee meetings and Board-hosted events? _____ yes _____ no
- Are you a Library cardholder? _____ yes _____ no
- Which PPLD facilities do you use? _____
- How did you learn of this Library Board of Trustees opening? _____

