Pikes Peak Library District
POSITION DESCRIPTION

BOARD OF TRUSTEES MEMBER
A meaningful public service commitment for the community-oriented individual

General Information:
The Pikes Peak Library District (PPLD) 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 events and speaking on behalf of the Board of Trustees or the Pikes Peak Library District, when requested.

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. CHIEF LIBRARIAN & CEO:
Appointing a competent and qualified Chief Librarian & CEO to lead and manage the operations of the Library District; Evaluating the performance of the Chief Librarian & CEO regularly.

4. POLICY:
Setting policy which is responsive and appropriate for the operation of the Library District, 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; Opportunities to attend Colorado and national library association conferences.

The deadline for receipt of applications is 12 a.m., September 13, 2021

All applicants are requested to attend the PPLD Board of Trustees meeting on Wednesday, September 22, 2021 at 5:00 p.m. at Penrose Library, 20 N. Cascade Avenue. A reception will follow the meeting so that applicants may introduce themselves, meet the current Trustees, and learn more about the position.
Please RSVP for the September 22, 2021 Board of Trustees meeting to Laura Foster at lfoster@ppld.org or 719-531-6333, x6009.