

Meeting Date: January 9, 2023
Subject: Board of Trustees New Member Recruitment
Presented by: Katie Auman
Recommendation: Review and make recommendations for revisions

**Background**

Poudre Libraries will lead the process for recruiting a new Board of Trustees member with the goal of seating the individual at the April 2023 Board meeting. The Library will collaborate with the City of Fort Collins and Larimer County to move forward and make adjustments to streamline the process.

The Library is currently discussing potential updates to the process with representatives from the City and County. The information provided here is subject to change.

Below are two pieces of the recruitment project for your review and recommendations:

1. Tentative timeline and checklist (subject to change depending upon City/County availability)
2. The cover memo and key information shared with the interview panel when we send over the candidate applications

**1. TENTATIVE TIMELINE AND CHECKLIST**

<b>Task</b>	<b>Assigned to</b>	<b>Deadline</b>
Notify committee of upcoming vacancies	Library	January 13, 2023
Update application form and District map	Library	January 20, 2023
Update Library HR System for online applications	Library	January 20, 2023
Send press release	Library	January 23, 2023
Open HR System for applications - Applications DUE February 14, 2023 by Noon	Library	January 23, 2023
Update communications channels as appropriate: - Website, social media, newsletters, other	Library / City / County	January 24 / ongoing
Close online applications	Automatic via system	February 14, 2023
Library sends cover memo and information along with applications to Larimer County and to the City	Library	February 17, 2023

Interview panel for both City/County will review/rank applications	Interview panel	Late February TBD
Identify 3 top-rated applicants to interview	Interview panel	Late February / Early March TBD
Schedule interviews – in person or Zoom	City / County	Late February / Early March TBD
Prepare & distribute interview notebooks	City / County	2-3 days before interviews
Interviews - Complete and select ONE new member prior to Friday, March 17 and notify Library District of the individual chosen.	Interview Panel	By Friday, March 10 2023
Contact applicant selected for appointments to be sure they are still willing to serve and if not, notify County/City immediately	Library	By Friday, March 17, 2023
Appointment by City ( <i>Resolution</i> ) and Commissioners ( <i>Consent Agenda</i> ) City – March 21 OR April 4 regular meeting County – By Consent Agenda March 20 OR April 3	City / County	March 20/21 meeting or by Tuesday, April 4, 2023
Notify interviewees not selected	Library	After formal approval of appointments
Send signed Resolution to County & Library	City	Before Friday, April 7, 2023
Send signed Admin Matters minutes to City & Library – Will send a letter to City with appointment date and will follow-up with minutes when completed.	County	Before Friday, April 7, 2023
New Trustees seated at April Board meeting	Library Board president	Monday, April 10, 2023

## 2. MEMO AND KEY INFORMATION FOR INTERVIEW PANEL

To: Library Trustees Appointment Committee  
Fr: Diane Lapierre, Executive Director, Poudre River Public Library District  
Re: Considerations for Library Board of Trustees Appointments

Thank you for serving on the interview and appointment committee for the Library District Board of Trustees. We appreciate your commitment to the community and representing the diverse interests of the individuals and families in our library service area.

The Library Board has one (1) opening to be filled through the appointment process. We hope to welcome the new member at the April 10, 2023 meeting. The Library District has worked closely with representatives from the City and County to ensure a smooth and effective process.

As you assess candidates for the Board, we encourage you to consider candidates who reflect attributes of effective library board members including understanding the Library District's mission and values; supporting fundamental library tenets; fostering community involvement with the library; and serving as good stewards of taxpayer funding.

In the name of equity, we recommend prioritizing candidates who come from underrepresented communities or groups. We value diverse backgrounds and perspectives and would like to see more representation on the board to ensure that we are serving our entire community well.

While we appreciate candidates who have served previously on boards and government committees, it is not as important as bringing fresh voices to the table and providing new individuals opportunities for service.

It is an exciting time to be part of the Poudre Libraries and our Board of Trustees. Thank you for your time and efforts in evaluating and interviewing board candidates. We appreciate your contribution to library services.

# 1. Library District Mission and Values

*[insert updated design image of new mission statement and values]*

## 2. Fundamental Library Tenets

### 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, 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.*

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression. ...

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Read the full statement online: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

## **Privacy**

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

The right to privacy includes the right to open inquiry without having the subject of one's interest examined or scrutinized by others, in person or online. Confidentiality exists when a library is in possession of personally identifiable information about its users and keeps that information private on their behalf. Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted," including, but not limited to, reference questions and interviews, circulation records, digital transactions and queries, as well as records regarding the use of library resources, services, programs, or facilities.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The American Library Association has affirmed a right to privacy since 1939. Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality are explicit in Article VII of the Library Bill of Rights and implicit in its guarantee of free access to library resources for all users.

## **Access to Library Resources and Services**

*"All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users." ALA Core Values*

Equity extends beyond equality—fairness and universal access—to deliberate and intentional efforts to create service delivery models that will make sure that community members have the resources they need. Often these needs are different not only as the result of race and ethnicity but also owing to religious beliefs, sexual orientation, gender identification, socioeconomic status, or physical ability.

Libraries are major sources of information for society and they serve as guardians of the public’s access to information. The advent of the digital world has revolutionized how the public obtains its information and how libraries provide it. As the digital world continues to evolve, libraries help ensure that people can access the information they need – regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers. Core values of the library community such as equal access to information, intellectual freedom, and the objective stewardship and provision of information must be preserved and strengthened, now more than ever.

For intellectual freedom to flourish, opposition to censorship of materials is not enough. Access to materials, without prejudice, to every member of the community must also be assured. As one of the core values of librarianship, ‘Equality of access to recorded knowledge and information’ which involves ‘insuring that all library resources are accessible to all overcoming technological and monetary barriers to access’ goes hand in hand with democracy and freedom.

### **3. Desired Attributes of a Poudre River Library Trustee**

In addition to fulfilling the expectations and duties of a Library Trustee, successful candidates for the position should:

- Support the Library District’s mission and values.
- 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.
- Understand the community and the many, varied interests, needs, and concerns of its residents.
- Understand the difference between library governance and library management – and an appreciation for the Board’s role as a governing, not a management, body.
- Demonstrate sound financial and/or business acumen as a steward of taxpayers’ money.
- Support equity, diversity, and inclusion in library service.
- Foster community involvement with the library.
- Work with others in a professional manner, helping to encourage and promote a climate of trust, mutual respect, and collaboration.

## **4. Poudre River Public Library District Board of 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.

### **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 evaluation of 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.

## END ##