POUDRE RIVER LIBRARY DISTRICT
TRUSTEE RECRUITMENT & APPOINTMENT TIMELINE 2023
Updated 2-9-23

Timeline is with the goal of seating TWO new appointments at the April 10, 2023 Board of Trustees meeting.

- **Board member #1** – full four-year term to expire in March 2027 with opportunity to serve an additional 4-year term
- **Board member #2** – 1-year appointment to finish out existing term expiring in March 2024. Opportunity to serve an additional 4-year term.

INTERVIEW PANEL (two from the County, two from the City)
- TBD, Commissioner, Larimer County
- TBD, Commissioner, Larimer County
- TBD, City of Fort Collins
- TBD, City of Fort Collins

* Library Executive Director and current board President will attend interviews to observe.

KEY CONTACTS LIST

Name	Entity/Title	Email	Phone
Diane Lapierre	Library Executive Director	dlapierre@poudrelibraries.org	221-6670
Cynthia Langren	Library Executive & HR Admin Asst	clangren@poudrelibraries.org	221-6694
Katie Auman	Library Communications and Development Manager	kauman@poudrelibraries.org	221-6663
Sarah Martin Brenda Gimeson	LC Boards & Commissions Coordinator	martinse@co.larimer.co.us bgimeson@larimer.org	498-xxxx 498-7012
Anissa Hollingshead	FC City Clerk	ahollingshead@fcgov.com	416-2995
Sarah Kane	FC Executive Admin Asst	skane@fcgov.com	416-2447
Heather Walls	FC Agenda Coordinator	hwalls@fcgov.com	416-2774
Fred Colby	Library Board of Trustees president	colby3687@gmail.com	

TIMELINE AND ASSIGNMENT CHECKLIST

Task	Assigned to	Deadline
~~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 – Identify top 5 applicants to interview	Interview panel	February 27, 2023
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 TWO new members and notify Library District of the individuals chosen. - Determine which individual serves which term (full 4-year term vs. finish out 1 year)	Interview Panel	Wednesday, March 15, 2023
Contact applicants selected for appointments to be sure they are still willing to serve and if not, notify County/City immediately	Library	Friday, March 17, 2023

Appointment by City (*Resolution*) and Commissioners (*Consent Agenda*)
   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

LIBRARY MARKETING TASKS

Task	Assigned to	Deadline
~~February newsletter w/ article to print~~	~~Katie~~	~~January 13~~
~~Updated application – PDF (for print) and online~~	~~Katie / Diane~~	~~January 20~~
~~Library webpage to provide info, link to the online application, PDF download for print application, etc.~~	~~Katie / Peggy~~	~~January 20~~
~~Create "job" in Library HR System for online applications~~	~~Sabrina / Cynthia~~	~~January 20~~
~~Press release~~	~~Katie~~	~~January 23~~
~~Library promo pieces – webpage slider and button; social media images, TV image; link from app~~	~~Library Comms Team / Peggy~~	~~January 20~~
~~Open Library HR System for online applications~~	~~Cynthia / Sabrina~~	~~January 23~~
Outreach to partners, customers, staff	Library all	ongoing