



GUNNISON COUNTY LIBRARY DISTRICT BOARD OF TRUSTEE JOB DESCRIPTION

JOB TITLE: Library District Trustee

GENERAL OVERVIEW: The Board of Trustees is the organized group of volunteers who, collectively, are legally and morally accountable to the communities of Gunnison, Crested Butte, and Somerset for the health, vitality, and effectiveness of the Gunnison County Library District

TERM OF SERVICE: 5 years

ACCOUNTABLE TO: The taxpayers of Gunnison County Library District

LEGAL RESPONSIBILITIES: Trustees are mandated by Colorado law to control:

- District funds
- District property
- District expenditures
- The selection and hiring of a Library Executive Director
- The maintenance of open records and open meetings under the requirements of the Colorado Open Records Act

PRIMARY ROLE: The Board's primary role is to fulfill, promote, and perpetuate the mission of Gunnison County Library District. The Board's position is one of "Governance" which encompasses legal responsibilities, general oversight, planning and policy making, and meeting fiduciary requirements. The board has authority only when it votes as a group. No single member has authority for the Board as a whole.

QUALIFICATIONS, LEGAL/SOCIAL

- Must be a citizen of Gunnison County
- Must be 18 years of age or older
- Willing to devote time and talents to GCLD
- Skilled in communicating and cooperating
- Awareness and appreciation of GCLD's past, present, and future role in society.
- Willingness to expand one's knowledge about library services and standards of operation as well as Colorado Library Law
- Ability to represent the Library Board in public forums as necessary; to act as an advocate for library services, and to reflect the concerns of the public at library Board meetings

RESPONSIBILITIES

- Prepare for and attend all board meetings unless otherwise excused (regular attendance is vital to being an informed and valuable member)
- Employ and regularly evaluate the Library Executive Director: evaluations at 6 months, one year, and annually thereafter
- Determine, adopt, and review written policies to govern the operation and program of the District
- Set standards and evaluate board performance
- Meet with elected county officials and community members to inform them about library services and



needs

- Participate in activities sponsored by state and national library organizations
- Be familiar with and adhere to responsibilities and directives as contained in the GCLD Board of Trustees' Bylaws
- Oversee the financial well-being of the Library District
- Maintain a current map of the legal service area population (LSAP)
- File annual report
- Plan for the future of the library; monitor and evaluate the overall effectiveness of the library
- Keep informed about the library district and it's issues by reviewing materials, participating in discussions, and asking strategic questions
- Participate in the ongoing evaluation and revisions of our mission statement to assure its relevancy to the district's current position, our beliefs, and our vision
- Work for the defense of intellectual freedom and confidentiality of each library user
- Assist with the development of a long-range plan for the commitment of resources to meet the needs of the service population
- Work with the executive director in the preparation of an annual budget which is adequate for the support of the district, and work actively for public and official support of the budget
- Review regular financial statements in the context of the annual budget
- Develop and maintain a capital improvement plan
- Participate in continuing education workshops and district activities as time permits
- Listen to the community and represent their concerns to the board when appropriate
- Implement the investment of District funds and manage debt
- Have authority to enter into contracts
- Accept gifts or grants of money or property for library purposes
- Engage in legal transactions on behalf of GCDL as specified in section 1008 of the GCDL Bylaws

CODE OF ETHICS

Members of the Library Board will:

- declare any personal conflicts of interest and avoid voting on those issues
- support the decision of the majority vote
- recognize that the Library District's best interests must prevail over any individual interest
- observe confidential proceedings of the board and keep discussion of these items (as well as any concerns about other board members) within the board meetings
- support wholly the efforts of librarians in resisting censorship of library materials by groups or individuals
- conduct oneself in a professional manner with courtesy and respect for others

PLEASE SEE DOCUMENTS AND INFORMATION FROM THE COLORADO STATE LIBRARY FOR ADDITIONAL INFORMATION ABOUT LIBRARIES AND LIBRARY BOARDS