

Agenda Item #3

05/23/23

Skills, qualities and competencies of a great library director

From the “Getting on Board” video training series developed by the Pennsylvania Office of Commonwealth Libraries, “[Hiring and Managing Relationships](#)”

Knowledgeable and skilled in:

- Accounting
- Budgeting
- Human Relations
- Writing Agenda Item #3
- Public speaking
- Networking
- Marketing
- Public relations
- Media relations/media savvy
- Local government relations
- Advocacy
- Community engagement
- Strategic planning

Qualities and attributes:

- Professional knowledge
- Management experience
- Vision
- Leadership
- Able to represent the library in multiple settings
- Passionate about libraries

Agenda Item #4

05/23/23

Trustee subcommittees language from example bylaws

Boulder

Article V. Committees

The chair shall have the right to appoint special committees. Said committees shall be advisory to the Commission and shall not have the authority to act for and on behalf of the Commission.

Fort Collins

VI. COMMITTEES

Section 29. Appointment and Membership. A committee may be created by the Board with its members appointed by the President for any specific purpose and shall be automatically dissolved when its stated purposes have been fulfilled. A committee of the Board may consist of Trustees or may perform its function without participation of any Trustee. Committee's shall report to the Board and shall have no power to act for the Board.

High Plains

Nothing

Arapahoe

Article VI COMMITTEES

A committee may be created by the Board for any specific purpose and shall be automatically dissolved when its stated purpose has been fulfilled.

Douglas

ARTICLE VII. COMMITTEES

Section 1. Purpose. The purpose of committees is to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same. No Board committee will have more than three Trustees. This limit is intended to distinguish between the Board and committees thereof and ensures that the Board cannot act through committees.

Any Trustee attending a meeting of a committee of which the Trustee is not a member may attend in the Trustee's capacity as a member of the public. A Trustee in attendance at such a committee meeting relinquishes the Trustee's authority as Trustee and has the same rights and responsibilities as other members of the public in attendance.

Members of the public in attendance at committee meetings (including Trustees who are not members of the committee) are permitted to observe and listen to the

committee meeting and must sit in the area designated for members of the public. Members of the public must leave the committee meeting if executive session is invoked.

Public comment is not heard at committee meetings since they are not meetings where formal action is taken.

Section 2. Standing Committees. The Board at its discretion authorize standing committees to advise the Board on on-going or long-standing issues, events or processes.

Section 3. Special Committees. The Board at its discretion and from time to time may authorize special committees for specific tasks or purposes. Such committees shall make reports to the Board and shall be automatically dissolved when their stated purposes have been fulfilled.

Section 4. Ex-officio Members of Committees. The Board, at its discretion, may appoint standing or special committee members who are not Trustees.

Colorado Springs

ARTICLE V: Committees

1. Standing committees are those that are needed on an ongoing basis. The PPLD's standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President will make committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. Each committee shall have such responsibilities and perform such duties as shall be set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual review of the Chief Librarian including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the Chief Librarian prior to submitting to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements plan, including planning and facilitating discussions for capital acquisitions and improvements.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed.

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committee.

5. Minutes of all committee meetings shall be kept electronically. Committee Chairs will report on their committee meetings at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.