

BOULDER PUBLIC LIBRARY DISTRICT

-REGULAR MEETING-

Tuesday, June 20, 2023

Boulder Public Library

1001 Arapahoe Avenue

Boulder, CO 80302

and

Via Zoom

6:00 p.m.

Join Zoom Meeting

<https://tinyurl.com/yckjjw7v>

Board of Trustees

Benita Duran

Jennifer Yee

Sylvia Wirba

Doug Hamilton

Cara O'Brien

Sam Fuqua

Joni Teter

Term Expiration

2028

2028

2027

2027

2026

2025

2024

AGENDA

1. Call to Order
2. Declaration of Quorum
3. Library Trustee Orientation (Sharon Morris, Colorado State Library)
4. Director Updates
5. Subcommittee Updates
6. Adjournment

NEXT REGULAR MEETING: Tuesday, June 27, 2023 at 6:00 p.m.

BOULDER LIBRARY DISTRICT

TRUSTEE TRAINING

June 20, 2023 | 6 – 8 p.m.

OUTCOMES

- Awareness of library values and ethics
- A greater understanding of the board of trustee responsibilities
- Tools for board and individual trustee self-assessment
- Knowledge of legal considerations for public libraries
- Awareness of trustee resources

AGENDA

- I. Welcome & Introductions
- II. Library Values Activity & Library Ethics
- III. Roles & Responsibilities of the Board
Break
- IV. Legal Considerations
- V. Resources
- VI. Next Steps & Evaluation

MINDSETS: FIXED & GROWTH

Fixed Mindset

- Skills, intelligence, and talents are fixed at birth.
- Errors are shameful and should be avoided.
- Some people are just always going to be better while others are not.
- You are not in control of your abilities.

- Effort is not useful.
- Effort shows you aren't good at something. It makes you look bad.

- Back down and avoid challenges.
- Quit when something is hard.

- Get discouraged by mistakes.
- Focus on avoiding mistakes.

- Get defensive, take feedback personally.
- Ignore or reject useful criticism or feedback.

- Potential is best met individually.
- Potential is fixed. You only have a certain amount that you either achieve or don't.
- Those who don't live up to their potential are failures.

Beliefs

- You have the capacity to learn and grow your skills and talents.
- Errors help us to be curious and to learn new things.
- People are good at something because they built their ability.
- You are in control of your abilities.

Effort

- Effort is an important part of learning.
- With effort, you focus on learning the process.
- You'd rather improve than worry about looking good.

Challenge

- Embrace challenges
- Persevere, focusing on process rather than achieving success.

Mistakes

- Mistakes are learning opportunities and ways to improve.
- Focus on mistake recovery

Feedback

- Appreciate constructive feedback.
- Welcome learning from criticism.

Potential

- Potential is expanded by collaborating with others.
- Potential is limitless & grows with effort, competence, and mastery.
- Life is filled with ways to grow potential in myriad of arenas.

*Chart based on Accredited Online Training. (May 15, 2018); Dweck, C. (2007). *Growth mindset: The new psychology of success*. New York, NY: Ballantine Books, and Achor, S. (2018). *Big Potential: How transforming the pursuit of success raises our achievement, happiness, and well-being*. New York, NY: Currency. This chart was modified by Sharon Morris, Ph.D., MLIS.

CORE VALUES OF LIBRARIANSHIP*

Access

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.

Confidentiality/Privacy

Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.

Democracy

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others.

Diversity

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve.

Education & Lifelong Learning

Libraries promote the creation, maintenance, and enhancement of a learning society by providing lifelong learning services to all.

Intellectual Freedom

Libraries uphold the principles of intellectual freedom and resist all efforts to censor library resources.

The Public Good

Libraries are an essential public good and are fundamental institutions in democratic societies.

Preservation

Libraries preserve information published in all media and formats. The preservation of information resources is central to libraries and librarianship.

Professionalism

Support the provision of library services by professionally qualified personnel. It is of vital importance that there be professional education available to meet the social needs and goals of library services.

Service

We provide the highest level of service to all library users.

Social Responsibility

Librarianship can contribute to ameliorating or solving the critical problems of society and to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem.

Sustainability

Sustainable libraries consist of practices that are environmentally sound, economically feasible and socially equitable. They are also leading by example by taking steps to reduce their environmental footprint.

*These are abridged statements with the full wording at:

<https://www.ala.org/advocacy/advocacy/intfreedom/corevalues>

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.

<https://www.ala.org/advocacy/intfreedom/librarybill>

See Also: American Library Association's

- Core Values of Librarianship <https://www.ala.org/advocacy/advocacy/intfreedom/corevalues>
- Professional Ethics <https://www.ala.org/tools/ethics>
- Equity, Diversity, and Inclusion <https://www.ala.org/advocacy/diversity>
- Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- Privacy <https://www.ala.org/advocacy/privacy>

The American Library Association's Library Bill of Rights was 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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

COLORADO LIBRARY LAW

24-90-109. POWERS AND DUTIES OF BOARD OF TRUSTEES.

(1) The board of trustees shall:

- (a) Adopt such bylaws, rules, and regulations for its own guidance and policies for the governance of the library as it deems expedient. The bylaws shall include, but not be limited to, provisions for the definition of good cause to be applied in the removal of a trustee pursuant to section 24-90-108 (5); designation of those officers to be appointed or elected and the manner of such appointment or election; rules and regulations for the conducting of meetings; rules for public participation in meetings; and procedures for amending the bylaws. The bylaws of a library district shall further provide for the length and number of terms of board members. A copy of the bylaws shall be filed with the legislative body of each participating governmental unit and the state library in accordance with section 24-90-105 (1)(m).
- (b) Have custody of all property of the library, including rooms or buildings constructed, leased, or set apart therefor;
- (c) Employ a director and, upon the director's recommendation, employ such other employees as may be necessary. The duties of the director shall include, but not be limited to:
 - (I) Implementing the policies adopted by the board of trustees pursuant to paragraph (a) of subsection (1) of this section;
 - (II) Recommending individuals for employment by the board of trustees; and
 - (III) Performing all other acts necessary for the orderly and efficient management and control of the library.
- (d) Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill levy necessary to maintain and operate the library during the ensuing year;
- (e)
 - (I) In county and municipal libraries, have exclusive control and spending authority over the disbursement of the library funds as appropriated by its legislative body, including all assets of the public library fund, as set forth in section 24-90-112 (2)(a);
 - (II) In library districts, adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, C.R.S., and have exclusive control and spending authority over the disbursement of library funds as set forth in section 24-90-112 (2)(a);
- (f) Accept such gifts of money or property for library purposes as it deems expedient;
- (g) Hold and acquire land by gift, lease, or purchase for library purposes;
- (h) Lease, purchase, or erect any appropriate building for library purposes and acquire such other property as may be needed therefor;
- (i) Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.
- (j) Borrow funds for library purposes by means of a contractual short-term loan when moneys are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
- (k) Authorize the bonding of persons entrusted with library funds;
- (l)

- (l) In the case of a county or municipal library, submit financial records for audit as required by the legislative body of the appropriate governmental unit; or
 - (ll) In the case of any library district, conduct an annual audit of the financial statements of the district.
 - (m) Adopt a policy for the purchase of library materials and equipment on the recommendation of the director;
 - (n) Hold title to property given to or for the use or benefit of the library, to be used according to the terms of the gift;
 - (o) (Deleted by amendment, L. 2009, (HB 09-1072), ch. 74, p. 265, § 6, effective August 5, 2009.)
 - (p) Have the authority to enter into contracts;
 - (p.5) Maintain a current, accurate map of the legal service area and provide for such map to be on file with the state library;
 - (q) Receive the true and correct copies of all school district collective bargaining agreements submitted pursuant to the "Colorado School Collective Bargaining Agreement Sunshine Act", section 22-32-109.4, C.R.S., and create an electronic or physical repository for all of said current collective bargaining agreements at the library that is available to the public for inspection during regular business hours in a convenient and identified location.
- (2) At the close of each calendar year, the board of trustees of every public library shall make a report to the legislative body of the town or city, in the case of a municipal library or library district formed by a municipality, or the board of county commissioners of each county having territory within the legal service area, in the case of a county library or library district, showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures and such other statistics and information as the board of trustees deems to be of public interest.
- (2.5) At the close of each calendar year, the board of trustees of every public library shall make a report to the state library in the form of a response to a survey to be designed and administered by the state library. The report shall contain such other statistics and information as may be required by the state library.
- (3) The board of trustees of a public library or the governing board of any other publicly supported library, under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon may allow nonresidents of the governmental unit which the library serves to use such library's materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily.
- (4) In addition to the powers and duties of a board of trustees specified in subsection (1) of this section, the board of trustees of a school district supported public library, municipal library, county library, or a library district shall have the authority to request of the board of education in the case of a school district supported public library, the legislative body of the city or town in the case of a municipal library, or the board of county commissioners in the case of a county library or library district that an election be held to alter the maximum tax levied to support the school district supported public library, municipal library, county library, or library district pursuant to section 24-90-112 (1)(b)(III), in which case such board of education, legislative body, or board of county commissioners shall cause the vote to be held. For purposes of this subsection (4), "school district supported public library" means any library solely established and maintained by a school district for which such school district began levying a tax before the enactment of the "Colorado Library Law" on July 1, 1979. For all other purposes under this article, a school district supported public library shall be deemed a public library.

History

Source: L. 79:Entire article R&RE, p. 987, § 1, effective July 1. L. 90:(1)(a), (1)(e), and (2) amended and (1)(p) and (4) added, pp. 1298, 1299, §§ 5, 6, effective July 1. L. 98:(4) amended, p. 178, § 2, effective April 6. L. 2001:(1)(q) added, p. 169, § 3, effective August 8. L. 2003:(1)(l) and (2) amended and (2.5) added, p. 2450, § 10, effective August 15. L. 2009:(1)(a), (1)(b), (1)(c), (1)(d), (1)(m), (1)(o), (1)(q), (2), and (4) amended and (1)(p.5) added,(HB 09-1072), ch. 74, p. 265, § 6, effective August 5. L. 2010:(1)(m) amended,(HB 10-1422), ch. 419, p. 2089, § 82, effective August 11.

SUMMARY OF "POWERS AND DUTIES OF BOARD OF TRUSTEES" COLORADO REVISED STATUTE 24-90-109

1. Adopt library policies and bylaws. Participate in all board meetings.
2. Cause management of library property.
3. Employ a highly qualified library director.
4. Secure adequate funding. Practice responsible fiscal management.
5. Have authority to enter into contracts.
6. Maintain a current map of library service area (library districts only).
7. File annual report with the County Commissioners and the State Library.
8. Plan for the future of the library.
9. Promote library services and advocate for the library in the community.

Areas of Strengths as a Board

Areas for Growth as a Board

Pocket Guide Notes

WHO DOES WHAT?

Providing quality services to meet the needs of a diverse population requires a team, including the board of trustees, the library director, and the staff. When all members of the team know their responsibilities and carry out their particular tasks, the library can run like a well-oiled machine.

The board establishes strategy and policy while the director operates the library with the assistance of staff. In order to work successfully, there must be a process of two-way communication, consultation, and trust.

Community Engagement Responsibilities

Board of Trustees

- Engages with community leaders and others to align strategic initiatives.
- Actively listens to members of the community when making decisions.

Library Director

- Prepares and develops the budget.
- Maintains complete and accurate records of finances and inventory.
- Keeps board apprised of the library's financial situation.

Board and Director Together:

- Keeps current on trends, issues, and opportunities in the community.
- Identifies key partners and community initiatives

Financial Responsibilities

Board of Trustees

- For library districts, oversees the budget development and tracks expenditures.
- For municipal and county libraries, makes recommendations for the town or county board that officially adopts the budget.
- Reviews budget and expenditures monthly.
- Actively supports and advocates for the budget.
- Reports annually to local and state officials on trustee-controlled funds.
- Keeps informed of the financial status, funding sources, and needs of the library.

Library Director:

- Prepares the budget.
- Maintains complete and accurate records of finances, expenditures, and inventory.
- Keeps board apprised of the library's financial situation.

Board and Director Together:

- Reviews budget monthly and reports annually.
- Seek additional sources of funding (grants, private, other).

Governance and Policy-Making Responsibilities

Board of Trustees

- Hires and evaluates the director unless otherwise dictated by local agreement.
- Adopts library policies and long-range plans as well as board bylaws and procedures.
- Approves and oversees the budget as determined by local authority.
- Reviews reports; stays informed; represents all in the community.
- Notifies appropriate authorities of board vacancies and recruits and advises on candidates for open trustee positions.

Library Director

- Is responsible for the administration of library operations, services, personnel, and facilities.
- Prepares reports and other relevant documents.
- Keeps trustees informed of progress and problems.
- Researches and recommends policies.
- Provides assistance and direction to the board.
- Administers policies; interprets policies to staff and the public.

Board and Director Together

- Develop and review priorities for the library.

Human Resources Responsibilities

Board of Trustees

- Hires and evaluates the director unless otherwise dictated by state or local agreements.
- Reviews and advocates for optimal salary and benefits for employees.
- Adheres to personnel policies and laws.
- Conducts annual review of the library board of trustee performance.

Library Director

- Hires, supervises, and evaluates the staff.
- Recommends optimal salary and working conditions.

Board and Director Together:

- Observe all local, state, and federal laws that relate to current employment practices.
- Orient new trustees.

Legal Responsibilities

Board of Trustees

- Works closely with municipal and/or county officials as required.
- Responsible for the custody the library building(s) and property of the library (unless otherwise provided by local government).

Library Director

- Prepares all necessary reports.

Board and Director Together

- Seek legal counsel when needed.
- Follow local, state, and federal laws and regulations which affect public libraries, including reporting and auditing requirements.

Professional Development Responsibilities

Board of Trustees

- Recommend policy and a budget that demonstrates a commitment to continuous learning for all staff and trustees.
- Engage in training and development of the board of trustees.

Library Director

- Oversees staff professional development, including identifying needs, opportunities, and performance improvement.

Board and Director Together

- Provide and encourage ongoing learning opportunities for staff and trustees.
- Maintain library membership and actively participate in professional organizations.

Strategic Planning Responsibilities

Board of Trustees

- Approves strategic, long-range plan.
- Considers long-range planning with the whole community in mind.

Library Director

- Implements goals and objectives of the approved plan.
- Follows a long-range plan and identifies annual priorities to meet goals and objectives.
-

Board and Director Together

- Actively participate in strategic planning development and evaluation.
- Involve the community in the planning process.
- Conduct community analysis and analyze library services data.

BASIC DUTIES OF A TRUSTEE

- ✓ Prepare for and attend regular board meetings.
- ✓ Work with the county government to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures.
- ✓ Keep current with library use statistics, stories, and other evidence of library effectiveness.
- ✓ Participate in the development and approval of library policies, with a regular, systematic review schedule.
- ✓ Help determine and advocate for reasonable staff salaries and benefits.
- ✓ Assist in hiring, supervising and evaluating the library director.
- ✓ Support and encourage the library director in his/her professional role.
- ✓ Study the needs and interests of all members of the community and see that they are addressed, as appropriate, by the library.
- ✓ Act as an advocate for the library and its services through contacts with civic groups, public officials, and the community at large.
- ✓ Become familiar with principles and issues relating to libraries, including intellectual freedom, privacy, intellectual property, literacy, and equitable provision of public library services.
- ✓ Assist in the formulation and adaptation of a long-range plan for the library, with periodic reviews and revisions.
- ✓ Attend Colorado Association of Libraries (CAL) conferences workshops and other training opportunities to expand knowledge and sharpen leadership skills.
- ✓ Have a library card, visit the library, and use the services of the library.



COLORADO
Department of Education
Colorado State Library

THIS PROJECT WAS MADE POSSIBLE THROUGH GRANT FUNDS FROM
THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)
ADMINISTERED BY THE COLORADO STATE L



LIBRARY TRUSTEE SELF-ASSESSMENT

(Please check the box for those statements that describe you.)

General Board Information

- I know the library's Mission and am familiar with its long-range plan.
- I am familiar with the library Board's bylaws and library policies.
- I am familiar with library law as it applies to my library.
- I attend all Board meetings regularly.
- I come to meetings having already read the information relevant to that meeting.
- I am aware of state or national legislation and the impacts it has on the library community.
- I am informed about library values, ethics, and trends.

Personal & External Involvement

- I have attended at least two library events in the past year.
- I am a member of a civic organization.
- I am a library advocate to civic groups, community organizations and public officials.
- I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- I belong to a state or national library organization and/or attend conferences.
- I have read one or more national library organization journals over the past six months.

Library Director and Staff

- I understand and respect the distinct roles and duties of the library director, the library board, the library Foundation and the library Friends.
- I route my requests of staff through the library director.
- I encourage and support the library director in achieving our organization's goals.
- I visit my library frequently enough to be thoroughly familiar with services and to see potential need.

Foundation Support (if applicable)

- I am involved in the Foundation's fundraising mission.
- I understand and respect the Foundation's decision-making processes and priorities.
- I abide by the Foundation board's majority decisions by supporting them publicly.
- I treat Foundation members with respect and listen openly to their perspectives.

Review unchecked items to identify topics for future development.

Total Score _____
(five points per checked box)

HOW MUCH DO YOU KNOW ABOUT LAW RELATED TO COLORADO PUBLIC LIBRARIES?

Please select T (True) or F (False) for each statement. Feel free to add your notes below each item.

- T F Public library boards of trustees have their own sections of the law.
- T F By law, each public library board must submit an annual report to their local governing authority and submit their annual statistics to the Colorado State Library.
- T F A conversation between two library trustees is considered a public meeting and must be noticed to the public at least 24 hours before the meeting.
- T F Board member emails and text messages related to library governance are subject to the Colorado Open Records Act (CORA).
- T F Colorado has no provision for library user privacy.
- T F A library is a local government entity with legal requirements outlined by federal, state, and local laws.
- T F The public library cannot be held legally responsible if a child is assaulted in the library.
- T F Library fines bring books back more quickly and make library users more responsible.
- T F Library district boards can hire library directors without public notice.
- T F A public entity can dissolve and close the public library without a vote of the community.

For more on Colorado Library Law, please see the Colorado State Library's resources at:

<http://www.ColoradoStateLibrary.org/librarydevelopment/publiclibraries/index>

Disclaimer: This is not intended as legal advice or to serve as a legal opinion of the Colorado Department of Education. Please consult with your city, county or library district attorney, as applicable, for any legal implications for your library.

HOW MUCH DO YOU KNOW ABOUT LAW RELATED TO COLORADO PUBLIC LIBRARIES?

(This document offers key resources and citations for interpretation and application in public libraries).

Public library boards of trustees have their own sections of the law.

(True: 24-90-108 and 24-90-109 - Section 108 relates to board appointments, removal, etc. Section 109 lists the specific powers and duties of the board of trustees)

By law, each public library board must submit an annual report to their local governing authority and submit their annual statistics to the Colorado State Library.

(True: See 24-90-109 (q.)(2) and (2.5))

A conversation between two library trustees is considered a public meeting and must be noticed to the public at least 24 hours before the meeting.

(False: [Open meetings law](#) 24-6-401 and 24-6-402 states that 3 or more board members discussing policy in-person and/or electronically is considered a public meeting and requires at least 24 hours of public notice as well as public access. Minutes must be taken and made public. Executive sessions requirements must be followed.)

Board member emails and text messages related to library governance are subject to the Colorado Open Records Act (CORA).

(True: with a few exceptions. See C.R.S. 24-72-200 through 205 and the [Law Summary from the Colorado Office of Legislative Services](#).)

Colorado has no provision for library user privacy.

(False: C. R.S. 24-90-119 addresses library user privacy and 24-73-103 for protection of personal identifiable information (PII); see also [CSL Policy Development Guidance](#))

A library is a local government entity with legal requirements outlined by federal, state, and local laws.

(True: A few examples: [ADA Compliance](#), [records retention](#), [Internet Protection](#), and, for library districts [budget requirements](#).)

The public library cannot be held legally responsible if a child is assaulted in the library.

(False: Please see: [SB21-088: 2021 Child Sexual Abuse Accountability Act](#))

Library fines bring books back more quickly and make library users more responsible.

(False: Many years of research has shown no evidence that fines have a positive impact on libraries and community. In fact, [fines and fees negatively impact the most vulnerable members of the community and disproportionately children](#).)

Library district boards can hire library directors without public notice.

(False: List of Finalists needs to be made public not later than 14 days prior to an appointment and the appointment must be made at an open meeting. C.R.S. 24-6-401(3.5).)

A public entity can dissolve and close the public library without a vote of the community.

(False: See C.R.S. 24-90-114)

For more on Colorado Library Law, please see the Colorado State Library's resources at:

<http://www.ColoradoStateLibrary.org/librarydevelopment/publiclibraries/index> Disclaimer: This is not intended as legal advice or to serve as a legal opinion of the Colorado Department of Education. Please consult with your city, county or library district attorney, as applicable, for any legal implications for your library.

RESOURCES FOR COLORADO LIBRARY TRUSTEES

Colorado State Library Resources

- ❖ Resources for Public Library Trustees
<http://www.ColoradoStateLibrary.org/librarydevelopment/publiclibraries/index>
- ❖ Library Laws, Policies, and Standards - <http://www.ColoradoStateLibrary.org/standards/index>
- ❖ Library Research Service: Colorado Public Library Statistics and Profiles
<https://www.lrs.org/data-tools/public-libraries/annual-statistics/>
- ❖ Colorado Virtual Library - Trustees
<https://www.coloradovirtuallibrary.org/learning/library-trustees/>

Other Resources

- ❖ Colorado Library Consortium (CLiC) - <https://www.clicweb.org/>
- ❖ Colorado Association of Libraries (CAL) - <https://cal-webs.org/>
- ❖ Trustee Zone (United for Libraries) - <http://www.ala.org/united/trusteezone>

Governance & Operations

- ❖ Colorado Public Library Board & Trustee Handbook (Colorado State Library)
<http://www.cde.state.co.us/cdelib/librarydevelopment/publiclibraries/trusteehandbook>
- ❖ Good Governance: By the Bylaws (Colorado Virtual Library)
<https://www.coloradovirtuallibrary.org/learning/library-trustees/good-governance-by-the-bylaws/>
- ❖ Library District Legal Documents (Colorado State Library)
<http://www.cde.state.co.us/cdelib/librarydevelopment/publiclibraries/legaldocuments>
- ❖ Tips for Public Library Policy Development (Colorado Virtual Library)
<https://www.coloradovirtuallibrary.org/learning/library-trustees/tips-for-public-library-policy-development/>
- ❖ Signs Your Library Policies Need Revision - And What to Do About It (Colorado Virtual Library)
<https://www.coloradovirtuallibrary.org/learning/library-trustees/signs-your-library-policies-need-revision-and-what-to-do-about-it/>
- ❖ Public Library Sample Policies (Colorado State Library)
<http://www.cde.state.co.us/cdelib/librarydevelopment/publiclibraries/policies>
- ❖ Criticizing a board decision in public (Jurassic Parliament) -
<https://jurassicparliament.com/criticizing-board-decision/>

Core Principles of Public Library Services

- ❖ Colorado Public Library Standards <http://www.cde.state.co.us/cdelib/standards/index>
- ❖ Definition of a Public Library (Colorado Public Library Standards)
<http://www.cde.state.co.us/cdelib/standards/definition-public-library>
- ❖ Library Bill of Rights (American Library Association)
<http://www.ala.org/advocacy/intfreedom/librarybill>
- ❖ Freedom to Read Statement (American Library Association)
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Legal Resources

- ❖ Law Summaries (Office of Legislative Legal Services)
<https://leg.colorado.gov/agencies/office-legislative-legal-services/law-summaries>
 - Law Summary: Open Meeting Requirements of the Colorado Sunshine Law
<https://leg.colorado.gov/sites/default/files/open-meeting-requirements-of-the-colorado-sunshine-law.pdf>
 - Law Summary Colorado Open Records Act - "CORA"
<https://leg.colorado.gov/sites/default/files/colorado-open-records-act-cora.pdf>
- ❖ Colorado Library Law
<http://www.cde.state.co.us/cdelib/librarylaw/index>
 - Board of Trustees of Public Libraries (C.R.S. 24-90-108)
<http://www.cde.state.co.us/cdelib/librarylaw/part1#24-90-108>
 - Powers and Duties of Board of Trustees (C.R.S. 24-90-109)
<http://www.cde.state.co.us/cdelib/librarylaw/part1#24-90-109>
 - Privacy of User Records (C.R.S. 24-90-119)
<http://www.cde.state.co.us/cdelib/qgprivacy>

Advocacy Tools

- ❖ American Library Association
 - Top tips for contacting your legislators (phone vs email, language, etc.)
<https://www.ala.org/advocacy/advocacy-public-policy>
 - United for Libraries <https://www.ala.org/united/trustees>
 - Nation Policy <https://www.ala.org/advocacy/advocacy-public-policy>
- ❖ Colorado Association of Libraries, Legislative Committee
https://cal-webs.org/Legislative_Committee
- ❖ How to contact your legislators
 - State - <https://leg.colorado.gov/find-my-legislator>
 - Federal - <https://www.congress.gov/members/find-your-member>

Trends Influencing Public Libraries

- ❖ Choose Privacy Everyday (American Library Association) - <https://chooseprivacyeveryday.org/>
- ❖ Equity, Diversity, & Inclusion, & Social Justice (Public Library Association) -
<http://www.ala.org/pla/initiatives/edi>
- ❖ Intellectual Freedom Resources for Trustees, Friends, & Foundations -
<https://www.ala.org/united/advocacy/challenges>
- ❖ National Digital Inclusion Alliance - <https://www.digitalinclusion.org/>

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**Colorado State Library
Board of Trustees Training Evaluation**

Date: Jun 20, 2023 Presenter(s): Sharon Morris

Training: Public Library District Trustee Training

1. Are you a:

- Trustee (library board member)
- Friends/Foundation board member
- Library staff member
- Other: _____

2. To what extent do you agree or disagree with the following statements? Mark (X) for each statement.

Statement	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. I learned something by participating in this training.					
B. I feel more confident about what I just learned.					
C. I intend to apply what I just learned.					
D. Applying what I learned will help me support the improvement of library services to the public.					
E. As a result of this training, I feel better prepared to meet the responsibilities of my board service.					

3. What is one thing you learned that you will incorporate into your service on the library board?

4. What other topics would you like to learn about regarding board service?

5. Overall, how would you rate the training? Circle one.

Excellent Above Average Average Below Average Extremely Poor

We value your input. Please take a minute to tell us about why you rated the training as you did.