

# **BPLD Advance Agenda Planning**

## **02/29/2024**

All meetings are in person with a virtual option unless changed by the Board

### **March**

**Selection committee reviews applications, decides who to interview, and library staff sets up interviews with final candidates**

**Board retreat**

**Governance:**

- **Develop Trustee orientation packet**
- **Develop method for evaluation of executive director**

**Trustees share interest in officer positions and committee appointments**

### **Board of Trustees Retreat March 2nd - In person, location TBD**

- 8:30 am Convene [coffee and tea and breakfast snacks]
- 9:00 am Library Trends; national and local [David]
- 10 am Strategic Roadmap. [Library leadership team]
- 11 am Getting to know each other [Eric]
- 11:45 Lunch
- 12:45 Effective Board work [Eric]
- 1:45 Self Evaluation [Eric]
- 3:00 pm Adjourn

### **March 15**

Deadline to send statements of interest in officer positions and committee assignments to all Trustees

### **March 19 - Regular meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

- Finance Policy Packet (if ready)
- First Amendment Auditors Guidelines (Public Access) (or July)

Director Updates

Boulder Library Foundation Update

Trustee Matters

- Set special meetings 4/2 and 4/30

Updates from Legal Counsel

## **April**

**Trustee interviews and appointment**

**Elect officers and designate committee members and BLF representatives**

**Executive Director evaluation**

### **April 2 - Special Meeting**

Public comment

Approve minutes

Library Policies Review

- Finance Policy Packet (if not on 3/19 agenda)
- Insurance & Risk Management Policy

Governance

- Determine schedule and method for evaluation of executive director
- Board of Trustees self assessment

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

### **April 16 - Regular Meeting/Annual Meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

Governance

- Elect officers and designate BLF representatives

Director Updates

Boulder Library Foundation Update

Trustee Matters

- Set special meeting 5/28

Updates from Legal Counsel

### **April 30 - Special Meeting**

Public comment

Approve minutes

Library Policies Review

- BLDG61 Makerspace Policy
- Information Retention Policy

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

## **May**

**New Trustees joins May 14**

**Library Director contract renewal (by May 23)**

**Audit Report**

### **May 14 - Regular Meeting**

Swear in new trustees

Public comment

Approve minutes

Treasurer's report

Library Policies Review

- Community Bulletin Board Policy
- Distribution of Community Information Policy

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

### **May 28 - Special Meeting**

Public comment

Approve minutes

Library Policies Review

Director Updates

Boulder Library Foundation Update  
Trustee Matters  
Updates from Legal Counsel

## **June**

### **June 11 - Regular meeting**

Public comment  
Approve minutes  
Treasurer's report  
Library Policies Review

- Meeting Room and Study Room Policy
- Programs and Events Sponsorship Policy

Director Updates  
Boulder Library Foundation Update  
Trustee Matters  
Updates from Legal Counsel

### **June 25 - Special meeting**

Public comment  
Approve minutes  
Treasurer's report  
Library Policies Review

- Privacy Policy

Director Updates  
Boulder Library Foundation Update  
Trustee Matters  
Updates from Legal Counsel

## **July**

### **Possible Board retreat this month**

**Prepare and submit written annual report to City and County (Appointment IGA, Section 1.1)**

**Schedule public presentation of annual report with City/BOCC (statutory)**

**Provide copy of annual audit to City and BOCC (statutory)**

### **July 16 - Regular meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

- Materials Donation Guidelines
- Photography and Video Recording Policy
- Security Camera Policy

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

### **June 30 - Special meeting (or retreat date TBD)**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

### **August**

**County Assessor certifies to all the total valuation for assessment of all taxable property located within the district by 8/25**

**Staff & Budget/Finance Committee begin work on next fiscal year budget**

**Approve Warner Charitable Trust contribution**

### **August 13 - Regular meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

## **August 27 - Special meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

## **September**

### **CALCON this month**

September 10 - Regular meeting

September 24 - Special meeting

## **October**

**October 15: Deadline by which Director must submit proposed budget to Trustees for next fiscal year (statutory)**

**Publish notice of public hearing on budget and hold public hearing**

## **October 8 - Regular meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

Director Updates

Boulder Library Foundation Update

Trustee Matters

Updates from Legal Counsel

## **October 22 - Special meeting**

Public comment

Approve minutes

Treasurer's report

Library Policies Review

Director Updates

Boulder Library Foundation Update  
Trustee Matters  
Updates from Legal Counsel

## **November**

### **November 12 - Regular meeting**

Public comment  
Approve minutes  
Treasurer's report  
Library Policies Review  
Director Updates  
Boulder Library Foundation Update  
Trustee Matters  
Updates from Legal Counsel

**[November 26 is Thanksgiving week]**

## **December**

**Staff & Governance Committee develop draft package for the Trustee Appointment Process**

**Certify mill levy to BOCC**

### **December 10 - Regular meeting**

Public comment  
Approve minutes  
Treasurer's report  
Library Policies Review  
Director Updates  
Boulder Library Foundation Update  
Trustee Matters  
Updates from Legal Counsel

**[December 24 is Christmas Eve]**