



Board of Trustees Volunteer Job Description

Position Overview and Impact

Vision: Douglas County Libraries (DCL) elevates our community by inspiring a love of reading, discovery and connection.

Trustees are volunteers, appointed by the Douglas County Commissioners. The seven members of the Douglas County Libraries Board of Trustees collectively govern the library District as provided through Colorado Library Law, the body of law that governs the operations of libraries in our state. Board members oversee the District, have fiduciary responsibility and are accountable to the taxpayers of Douglas County.

Trustees do their best to ensure that the library is well-maintained, financially secure, growing, and always operating in the best interests of the community.

How to Apply

- <http://www.douglas.co.us/government/commissioners/citizen-advisory-boards-committees-and-commissions/application-for-appointment-for-citizen-advisory-board/>
- The Douglas County Commissioners appoint library board members and oversee the application and appointment process.
- Applications are accepted at any time. Openings are advertised and posted when available.
- Applicants must reside in Douglas County and in the Commissioner District appropriate to the opening.

Key Responsibilities

- Adopts, adheres to, and oversees budget, bylaws and policies
- Stays abreast of developments in the community and library profession and participates in conversations and actions that support the District's future
- Collaborates with the Executive Library Director to engage in generative inquiry, strategic discussion, policy setting and fiduciary oversight
- Conducts long-range planning, adopts the organizational strategic plan, and plans for current and future needs of the District and the community it serves
- Hires, evaluates, and sustains a working relationship with the Executive Library Director
- Attends a monthly board meeting, a monthly study session, committee meetings as determined and representative opportunities
 - Public board meetings are held the last Wednesday of each month from 7-9 pm. (November and December meetings meet outside this parameter.) The location rotates around the District.
 - Study sessions occur the Thursday before the board meeting, from 11:30 am to 1 pm.
 - Potential committees to serve on: Executive, Capital Planning and Human Resources, other committees formed as needed
 - Representative opportunities: Douglas County Youth Initiative, Partnership of Douglas County Governments, Colorado Association of Libraries Legislative Committee, Douglas County Libraries Foundation
- Reviews information and packets prior to meetings, and actively participates in meetings
- Represents DCL Core Values: welcoming, respectful, innovative, trustworthy and resilient
- Supports the projects and goals of the Foundation, and ensures that funding through the DCL Foundation is properly administered to the libraries
- Safeguards intellectual liberty of the public and customer confidentiality

- Conducts him/herself in accordance with Colorado law, including the Code of Ethics for public officials and library adopted standards represented in the Trustee Manual
- Interprets and represents the needs of the community to the Board and the District

Qualifications

- Resides within the District boundaries, and appropriate Commissioner District as necessary for current opening
- Passionate about DCL's vision
- Genuine desire to serve the community
- Background in communications, technology, finance, or strategic business planning are encouraged
- Understands and is willing to operate within the collective authority of the board, not individual authority
- Listens and respects the opinions of others
- Usage of our library District is helpful

Training and Support Provided

- Meeting with the Executive Administrator for board basics, structure and resources
- Trustee Manual
- Orientation, including a tour of the seven library branches with the Executive Library Director
- First year mentored by an existing Trustee
- Monthly board packets including agenda, action items, strategic report and other reports of significance
- Membership to professional library organizations, attendance at conferences, participation in workshops and seminars about libraries, and an annual all-staff professional development day
- Usage of our library District is helpful

Benefits of Volunteering

- Our volunteers enjoy personal growth and interaction, a sense of community involvement, and the opportunity to apply job skills/expertise for the benefit of their community.
- Community volunteers are key contributors to the success of our libraries.
- We provide a safe, pleasant environment and the opportunity to meet people from diverse backgrounds in Douglas County.

Time and Length of Commitment

- Terms shall be three (3) years, ending December 31. After serving one (1) three-year term, a Trustee shall be eligible for reappointment in accordance with the provisions of Colorado Library Law. No Trustee shall serve more than four (4) consecutive full terms in addition to completing any unexpired term.
- A former Trustee may reapply to serve again on the Board at least one year after completion of their last consecutive term.

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