

Berthoud Community Library District

Library Trustee Job Description

General Information

There are seven members serving on the Berthoud Community Library District (BCLD) Board. The term of office is four years; board members may serve no more than two consecutive terms. One or two trustee terms expire annually. This ensures continuity, yet allows for the regular introduction of new Board members.

Board applicants are screened and interviewed by the BCLD Board. A recommendation is then made to the Town of Berthoud Board of Trustees and the Larimer County Commissioners and each body votes on approval of the candidate(s).

Colorado law addresses the composition of library boards in CRS 24-90-108. The law specifically defines the powers and duties of library boards in CRS 24-90-109.

General Responsibilities

MEETINGS. Members are expected to prepare for, attend, and actively participate in regular Board meetings, as well as committee meetings. Members should be familiar with the Library Board Bylaws and update them as needed.

COMMUNICATIONS. Members serve as advocates for the library, increasing the visibility and accessibility of the library. Understanding and articulating the mission and role of the library is an important part of this role.

POLICY. The Board sets policies for the Library District that ensure quality library service is provided, and that reflect a service philosophy appropriate for the community.

PLANNING. The Library District's strategic plan is reviewed, updated, and approved by the Board. Members should stay informed on social, economic, demographic, financial, and national library trends that impact local community needs.

BUDGET. The Board reviews and approves the annual budget, sets financial policy, reviews monthly financial statements, and approves all expenditures.

LIBRARY DIRECTOR. The Board appoints the Library Director to manage daily operations and evaluates the Director's performance.

Legal Responsibilities

Members of the Board are mandated by Colorado law to control:

- Library funds;
- Library property;
- Library expenditures;
- Selection and hiring of a library director.

Members of the Board are required to maintain open records and hold open meetings in accordance with Colorado library law.

Ethical Responsibilities

Appropriate and professional behavior by board members is every trustee's concern and responsibility. You reflect the library to the community. The most successful boards have a positive culture of mutual respect and understanding. All Trustees are expected to act in a manner that is in the best interests of the library and in the cooperative nature of the board.

A member of the library board will:

- declare any personal conflicts of interest and avoid voting on issues that appear to be conflicts of interest;
- not use the position on the Board for personal advantage or the advantage of friends or relatives;
- observe confidential proceedings of the Board as allowed by law;
- support open discussion on any agenda item prior to a vote and then support the decision of the majority;
- not interfere with the daily work of library staff, nor interfere with the duties of the Director;
- recognize that the library's and community's best interests must prevail over any individual interest.