

Re-appointment Process

Trustees may serve four three year terms (effective April 2002)

Trustees are welcome to apply for recommendation for re-appointment as long as they are not term-limited. Recommendation for reappointment and re-appointment are not automatic.

Challenges faced by boards can change over time and to ensure that the board is equipped for its future role items to be considered for recommendation of re-appointment are:

- Board performance
 - Attendance at monthly board meetings
 - Committee work and chairmanship
 - Willingness to perform all trustee duties and responsibilities
 - Ability and willingness to commit the time necessary to fulfill trustee duties and responsibilities
- Ability to govern using a policy governance model
 - Respecting lines of authority and going to the Library Director for staff requests.
- The performance of the organization
- The make-up of the board in terms of skills, diversity (race, gender and ethnicity) and geographical representation
- Board dynamics and overall effectiveness of its team / ability to work effectively with others
- Standing in the community and indications of positive representation of the District, and representation of community interests to the District
- Ethical conduct

The Recommendation for re-appointment will be handled by a Special Committee of the Board of Trustees. The chair of this Special Committee will be appointed by the Board President. The committee will consist of board members not currently seeking reappointment and report to the library board.

Each Committee member will individually complete the Trustee Evaluation tool (updated 0511, located in Trustees file on the server) for each trustee seeking reappointment. Staff will compile results for each trustee seeking reappointment, coming up with a compiled review showing one score. Where scores are different, the average will be used. If the compiled review shows that a trustee is not found to meet criteria as outlined on the Evaluation Tool, the committee will meet to discuss whether or not to recommend reappointment. If the compiled review shows that a trustee is found to meet criteria the reappointment recommendations will be taken to the full board for motion to recommend reappointment.

PLEASE RETURN THIS FORM AT THE END OF THE BOARD RETREAT. THANKS!

Douglas County Libraries
Board of Trustees
Evaluation Tool

Trustee: _____

Date: _____

1. Some criteria are subjective, but as trustees are aware of the criteria, it will become practice to observe yourself and your colleagues through the lens of these criteria. If evidence to the contrary is not present, the best will be assumed.
2. Committee members will fill out the evaluation tool individually. Differences will be discussed and an-agreed upon final matrix decided on. If consensus cannot be reached, the committee chair will be the deciding opinion.
3. If a trustee is found to “not meet expectation” in two or more categories, the trustee will not be recommended for reappointment. (Or to answer the question: How will these ratings determine the overall decision?)

<p>Contribution to Overall Board Performance and Success Although the Library board has authority only as a group, each trustee contributes to the board’s performance which ultimately contributes to the performance of the organization. Describe in general the contributions of the trustee in the following areas of board member responsibility:</p>			
<ul style="list-style-type: none"> • Supports the Douglas County Library (DCL) mission and vision by engaging in long range strategic planning and annual planning. 			
<ul style="list-style-type: none"> • Participates in setting and achieving annual board performance goals that are consistent with formally adopted DCL long range plans and key strategies. 			
<ul style="list-style-type: none"> • Exercises fiduciary responsibility and careful stewardship of public resources through helping to assure that the Library district is financially secure and operating effectively to serve the best interests of the community. 			
<ul style="list-style-type: none"> • Engages in policy development and conducts board business in accordance with Colorado Library Law and established board bylaws. 			
<p>Trustee Responsibilities Every individual trustee has responsibilities to fulfill. Determine the degree to which the trustee met expectations in each category below using the category listed – “as evidenced by...”</p>	<p>Does Not Meet Expectations <75%</p>	<p>Meets Expectations 75%-85%</p>	<p>Exceeds Expectations >85%</p>
<p>Attendance: shows up and stays for the entire meeting</p> <ul style="list-style-type: none"> • Board Meetings (9/12 meetings = 75%, 8/11 = 73%) • Annual Board Retreat • Committee Meetings (chair or member) 			

<ul style="list-style-type: none"> • Communicates absences as soon in advance as possible 			
Board Effectiveness <ul style="list-style-type: none"> • Prepared – comes having read the packet • Participation – adds to the discussion, votes on issues, expresses dissenting opinions or views respectfully, actively listens and remains engaged • Team Player – respects that the board only has authority as a group, not as individual members; works collaboratively with fellow board members • Supports the Library Director and respects the lines of authority, not going around the Library Director to staff • Follows a governance model respecting lines of authority. • Participates in board self-evaluation looking for areas of self growth/improvement 			
Community Representation/Advocacy <ul style="list-style-type: none"> • Is seen as a spokesperson for the library • Listens to constituency, understands community interests and issues, and represents them to the library • Supports decisions made by the board to the community • Is a library user – and visits their local library as a patron 			
Committee Work <ul style="list-style-type: none"> • Chairs a committee (except for Board President) • As chair, uses the committee structure to research options and gain understanding • As chair, brings consensus recommendations to the full board • Participates in at least one other committee or the Foundation board 			
Foundation <ul style="list-style-type: none"> • Encourages and promotes donations to the Foundation • Supports the Foundation by attending sponsored events • Assists with Foundation fundraising 			
Knowledge <ul style="list-style-type: none"> • Stays abreast of library issues, programs and services • Supports library principles of Intellectual Freedom and confidentiality • Brings a talent or expertise to the board supporting current board 			

needs <ul style="list-style-type: none"> • Participates in board self-evaluation looking for areas of self growth / improvement • Participates in continuing education at least once yearly 			
Ethical Conduct <ul style="list-style-type: none"> • Deals ethically and respectfully with fellow board members • Deals ethically and respectfully with staff and does not expect special treatment outside of what any patron receives because of being a board member • Deals ethically and respectfully with the broader library community • Complies with patron privacy and confidentiality laws • Declares conflicts of interest as required by the board bylaws 			Does not apply – a trustee either meets or does not meet ethical conduct expectations.
Oversight <ul style="list-style-type: none"> • Practices governance, not management (controls and directs the making of policy as opposed to exercising executive, administrative or supervisory direction) • Works to ensure policies are in place to address the legal responsibilities given the board • Participates in reviewing/adopting budgets and keeps informed of library financial status • Participates in annual evaluation of and assists other trustees in setting clear direction for the Library Director 			

Participation Checklist*

Communicates absences? Yes No

Library User? Yes No

Makes annual donation to DCL? (Trustees should no longer make donations to the Foundation) Yes No

Assists with Annual Fundraising? Yes No

Continuing Ed/Conference Participation at least once annually? Yes No

Declares Conflict of Interest? Yes No

**This info will be recorded on the Trustee attendance sheet for future Board evaluations.*