



Public Library Trustees

Duties and Responsibilities



Duties and Responsibilities

1. Employ a competent and qualified library director.
2. Attend Board meetings and insure accurate records are kept.
3. Create and support library policies and procedures.
4. Establish a material selection policy for library.
5. Budget and Finance.
6. Determine library purposes and secure adequate funds for programs.



Duties and Responsibilities

7. Be part of the Library's Public relations. Be familiar with the community it serves and their needs.
8. Report regularly to governing officials and the general public.
9. Be familiar with local and state library laws and act as a library advocate.
10. Be familiar with the State Library and Library System resources.
11. Attend Trustees meetings and workshop.
12. Keep current with library standards and issues.



Board/Director Partnership

- Hire a qualified Library Director.
- Evaluate the director on an annual basis.
- Support the director's management of the daily operations of the library.
- **The Board governs the library, the director manages it.**



Director Evaluation

- A formal process developed jointly by Board and Director
- Conducted at least annually
- Conducted by Personnel Committee then submitted to full board
- Include goals and expectations for performance
- Serves a communication tool between Director and Board



Helpful Links

- Performance Management, Evaluation, Review, Improvement –includes links to different articles about evaluations:
http://humanresources.about.com/od/performancemanagement/Performance_Management_Evaluation_Review_Improvement.htm
- New Mexico Municipal League-performance evaluations: some practical tips:
<http://nmml.org/files/2008/04/performance-evaluations08-tab18.pdf>
- Performance Evaluation Rating Descriptions (University of Michigan Health Systems) -
<http://www.med.umich.edu/umhshr/doc/Performance%20Evaluation%20Rating%20Descriptions.pdf>
- Fort Saskatchewan Public Library – Library Director Performance evaluation:
<http://www.fspl.ca/pdf/policies/9502aa.pdf>
- Employee Evaluations for Public Library Staff : samples of evaluations, goal planning sheets, etc. from different libraries
http://www.lrs.org/documents/field_stats/Employee_Evaluations.pdf



Board meetings

- Regularly attend Board meetings.
- Review the agenda and other documentation for meetings.
- Participate in discussion.
- Be familiar with the Roberts Rules of order.
- Be prepared to serve as an officer or on a committee.



Officers

- President (Chair)
- Vice-President (Vice-Chair)
- Secretary
- Treasurer



Agendas and Conducting Meetings

- The Agenda is set by the Board President and Library Director.
- All meetings should follow Roberts Rules of Order.
<http://www.robertsrules.com>
- All meetings are governed by the Open Meetings act, including committee meetings.



Committees

Committees can help save the time of the full board.

- Bylaws
- Finance
- Personnel
- Buildings and Grounds
- Fund-raising
- Public Relations
- Ad-hoc committees



Committee of the Whole

- “a committee comprising all the members of a legislative body, etc. under more informal rules than those used in a regular session” (Webster New College Dictionary).
- The procedure is invoked by a motion to commit to the committee of the whole, or simply to go into a committee of the whole. The only motions in order in a committee of the whole are those to adopt a proposal for inclusion in the committee's report; to amend; to "rise and report"; as well as certain incidental motions and requests.



Library Policies

The board, with input from the Director and staff, set policies that guide the library concerning:

- Operations – circulation, hours open, etc.
- Personnel – leaves, compensation, benefits, etc.
- Building and Grounds
- Finance



Materials Selection policy

- Supports library mission.
- Includes criteria for selection.
- Addresses collection Maintenance.
- Sets policies for handling gifts and donations
- Addresses censorship.



Budget and finance

With input from the Director the board sets and approves:

- The Levy and Appropriations
- The Annual Budget
- Finance policy
 - Investments
 - Grants and donations
 - Audits
 - Contracts and Signature authorizations



Library purpose and funding

It is the responsibility of the Board to ensure there are sufficient funds to cover the library's purpose.

- Annually review Appropriation Levy.
- Levy for the maximum amount authorized by the law.
- Adopt a referendum plan when necessary.



Public Relations

- Develop a Public Relations program.
- Advocate for the Library in the community.
- Build relationships within the community to promote the library and its' services.

Know your library and what services it offers to its community.



- Represent your community interests and demographics.
- Be familiar with the Library services, programming and procedures.
- Support the Director and library staff.



Be familiar with your Local Government entities

- Work with local government to make sure the library has adequate funds and support.
- Report regularly about what the library is doing.
- Keep library's programs and needs before the general public and seek out local sources for funds.
- Be a Library Advocate.



Ten Steps To Becoming An Effective Library Advocate

(Massachusetts Board of Library Commissioners)

- Understand the budget and legislative process
- Know about state and federal programs for libraries
- Understand how they help YOUR library
- Be informed of statewide legislative and budgetary goals
- Have local plans and be able to articulate local impact and local needs
- Meet with local government leaders, your representative and senator
- Be positive - and don't be shy!
- Get local and state government officials involved in your library
- Thank them, thank them, thank them!
- Get others involved - anyone who will listen and work positively toward library goals!



State and System Libraries

- Be familiar with the services of the Illinois State Library and the Metropolitan Library System.
- Work with both agencies to promote library services and insure adequate library funding.



Be familiar with Laws and legislation which govern the Library

- Illinois Library Law:
http://www.cyberdriveillinois.com/departments/library/who_we_are/statutesrules.html
- Open meetings Act:
<http://www.ag.state.il.us/government/openmeet.pdf>
- Freedom of Information Act:
http://www.ag.state.il.us/government/FOIA_guide.pdf
- Illinois Ethics Ordinance:
http://www.ag.state.il.us/government/ethics_ordinance.html



Trustee Workshops and meetings

- Library Learning (L2) -
<http://www.librarylearning.info/?LibSys=MLS>
- Illinois Library Association (ILA) Library Trustee Forum (LTF)-
<http://www.ila.org/about/forums.htm#lft>
- American Library Association (ALA) Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF)-
<http://www.ala.org/ala/mgrps/divs/altaff/index.cfm>



Library Standards and Trends

- Join Library Trustee Associations – LTF & ALTAFF
- Review Library Standards – **Serving our Public**
(<http://www.ila.org/trustees/serving.pdf>) (1997 edition)



For more information

- **Why I became a Library Trustee** - authored by Don Roalkvam of the Indian Trails Public Library District, this article explores the realities of being a Public Library Trustee.
<http://www.nsls.info/articles/detail.aspx?articleID=150>
- **Administrative Ready Reference** -
<http://il.webjunction.org/readyref/>
- **Illinois State Library Trustee Information Page** -
http://www.cyberdriveillinois.com/departments/library/what_we_do/trustee.html
- **Code of Ethics of the American Library Association** -
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>



Questions?