

Being a Library Board

Board Basics

ACLB Fall Leadership Conference, November 4th, 2016



Association of
Connecticut Library
Boards



CT State Library
Preserving the Past. Informing the Future.

Presenters

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Library of Hebron, Trustee*

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Overview

- ✓ Board Governance
- ✓ Advocacy and Fundraising
- ✓ Effective Board Practices
- ✓ Resources



Library Boards

- The Board of Directors is legally and morally accountable for the health and effectiveness of the Library. The Board ensures that the organization achieves its mission in an ethical, transparent, accountable, and prudent manner.



Library Boards in Connecticut

- Municipal
- Association
- Governing
- Advisory
- Appointed
- Elected
- Ex-officio
- Self-perpetuating
- Any combination of the above



Role of Board

- Governance –Due Diligence
- Ensure adequate support
- Hire and evaluate a qualified library director
- Ensure relevance to community
- Comply with relevant laws and regulations
- Set service-oriented policies
- Strategic Planning –every 2-3 years
- Ensure effective management without intruding on management’s role and authority
- Act only as a group



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Who Does What

Board

Big Picture
Approves policies
Plans with Director
With Director, plans budget
Evaluates Director
Advocates for Library

Director

Implements Policy
Manages Library Operations
Keeps Board informed

Friends

Fundraising
Volunteers
Advocates



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Fundraising and Advocacy

- **Ensure adequate support for the library**
 - ✓ Understand town budget process
 - ✓ Attend town budget meetings in support of library director
 - ✓ Always be prepared to speak about library
 - ✓ Maintain good communication with municipality



Fundraising and Advocacy

- **Support active Friends organization**
 - ✓ Staff liaison to Friends
 - ✓ Friends liaison to Board
 - ✓ Good communication
 - ✓ Members (but not officers of Friends)
- **Participate in any fundraising/capitol campaign**
 - ✓ Fundraising plan –including on-going donor communication/relationship building
 - ✓ Personally contribute to campaign



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Ineffective Boards

- Unfocused meetings
- Improperly conducted meetings
- No clear goals
- Focus on non-governance issues
- Not prepared for meetings
- Overstep Board Roles
- No participation in meetings or committee work



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Effective Boards

- Trustees know what is expected of the
 - ✓ Regular attendance
 - ✓ Preparation for meetings
 - ✓ Participation in meetings
 - ✓ Work on committees
- Trustees accept that a board acts as a unit
- Updated bylaws
- Regular self assessment



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Effective Boards

New Board Member Orientation

- Tour the library and meet staff members
- Become informed about the structure of the Board
- Meet with the library director and trustee chair to learn about the library
- Receive a copy of board bylaws, Town Charter and ACLB Handbook



Orientation Kit

- ***ACLB Connecticut Public Library Trustee Handbook,***
- **Board**
 - ✓ Board members job description
 - ✓ Duties of officers, committees and charges
 - ✓ Annual calendar
 - ✓ List of board members, names, terms and contact info.
 - ✓ By-laws of the board, articles of incorporation
 - ✓ Board minutes from previous year
- **Personnel**
 - ✓ Organizational chart for the library including position descriptions
 - ✓ Copy of Director's contract if applicable
 - ✓ Union contract, if applicable
 - ✓ Procedures for evaluation of the library director
- **Statistical reports**



Effective Meetings

- Open meetings –Freedom of Information
- Robert’s Rules of Order
- Agenda sent in advance
- Stick to agenda topics in meetings
- Preparation before meeting
- Library director attends all meetings
- Regular reporting by staff



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Resources for Trustees

- www.aclb.org
- ACLB Handbook
- <http://libguides.ctstatelibrary.org/dld/home>
- www.simonejoyaux.com
- www.robertsrules.com



Contact

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THANK YOU!

