

Being a Library Board



Association of
Connecticut
Library Boards

CONNECTICUT STATE LIBRARY



Presenter

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 - Brookfield Library Board of Directors, President
 - President, ACLB



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Thank You!



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Overview

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



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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.¹

¹Developed by Simone P. Joyaux, ACFRE



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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 3-5 years
- Ensure effective management without intruding on management's role and authority
- Act only as a group



Who Does What

Board

- Big Picture
- Governs (policy making)
- Plans
- Budgets
- Evaluates
- Advocates

Director

- Implements Policy
- Manages Library Operations
- Keep Board informed

Friends

- Fundraising
- Volunteers
- Advocates

Fundraising and Advocacy

- Ensure adequate support for the library
 - Understand town budget process
 - Attend town budget meetings in support of library
 - 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



Ineffective Boards

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



Effective Boards

- Trustees know what is expected of them
 - 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



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



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
 - Union contract, if applicable
 - Procedures for evaluation of the library director
- **Statistical reports**



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Orientation Kit

- **Library promotional materials**
- **Policies and planning**
 - Mission statement, and long range plan
 - Policies
 - Community demographics
 - Most recent library annual report
- **Current budget and financial reports**
- **Local Government**
 - Local ordinances, charter
 - Local government information - list of Board of Selectmen, Finance Committee members
- **Friends/Volunteers**
 - Friends of the Library Officers, documents
 - Volunteer program information



Effective Meetings

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



Board Self Assessment

- ✓ Written bylaws
- ✓ Effective committee structure
- ✓ Effective Meetings
- ✓ Agenda and documents distributed in advance
- ✓ Library director attends all meetings
- ✓ Work with municipal governing agents who appoint trustees
- ✓ Represent community
- ✓ Up-to-date policies
- ✓ Current Long range plan
- ✓ Work to secure adequate funding
- ✓ Staff and board attend state and national library meetings



Resources for Trustees

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



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