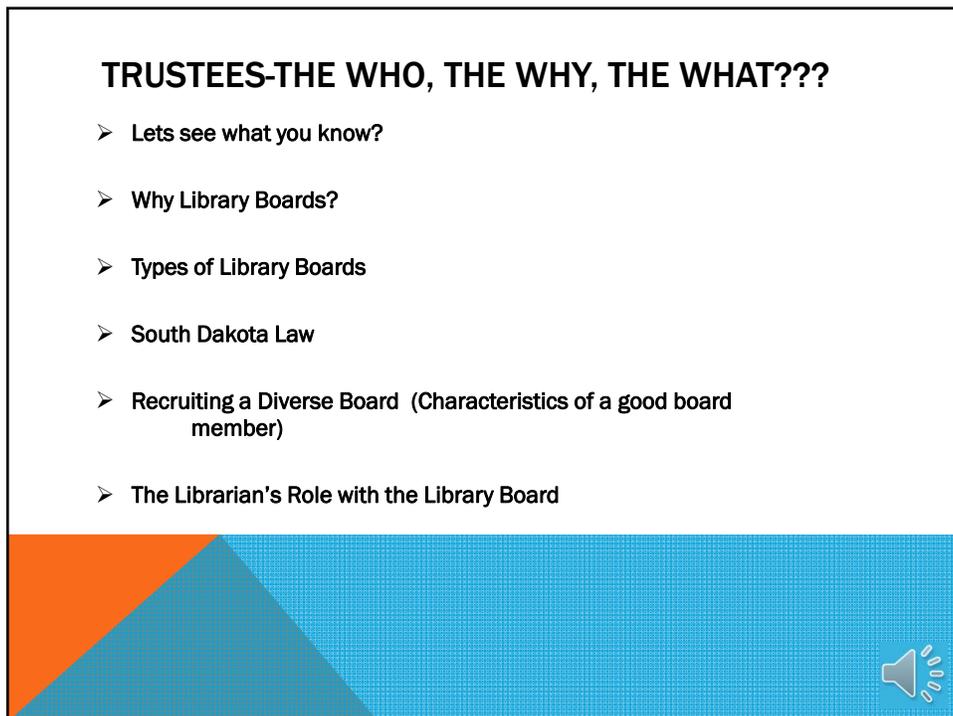




TRUSTEES....
KEEPING THE "TRUST" IN
TRUSTEE

DARIA BOSSMAN, ASST. STATE LIBRARIAN
SUMMER PUBLIC LIBRARY INSTITUTE, JUNE '11



TRUSTEES-THE WHO, THE WHY, THE WHAT???

- Lets see what you know?
- Why Library Boards?
- Types of Library Boards
- South Dakota Law
- Recruiting a Diverse Board (Characteristics of a good board member)
- The Librarian's Role with the Library Board



- Responsibilities, obligations, ethics and liabilities
- The Trustees “other” job: *Advocacy*
- Board Orientation and why this is SO important
- Rules for the Road: Library Board by-Laws, agendas & *Robert’s Rules of Parliamentary Procedure*
- *Strategic Planning, Leadership, and Self-evaluation*
- Trustee PROFESSIONAL Development
- HELPFUL RESOURCES



WHY LIBRARY BOARDS ???



TYPES OF LIBRARY BOARDS

Administrative/
Executive

Advisory Boards



SOUTH DAKOTA LAW
SOUTH DAKOTA CODE ESTABLISHING PUBLIC LIBRARIES





South Dakota Codified Law

<http://legis.state.sd.us/statutes/DisplayStatute.aspx?Type=Statute&Statute=14-2>



14-2-35. BOARD OF PUBLIC LIBRARY TRUSTEES—APPOINTMENT AND TERMS OF MEMBERS

Any public library established under subdivision § 14-2-29(1) shall be governed by a board of public library trustees.

The governing body shall appoint 5 competent citizens broadly representative of the population of the local governmental unit. One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term.

In addition to the 5 appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.



14-2-40. DUTIES OF TRUSTEES. EACH BOARD OF PUBLIC LIBRARY TRUSTEES SHALL:

- (1) Appoint a librarian to serve at the pleasure of the board. ANY PAID LIBRARIAN SHALL RECEIVE ANY EMPLOYEE BENEFITS PROVIDED ALL OTHER EMPLOYEES of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule, if such schedule exists. If no such schedule exists, the salary shall be set by the local governing body;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials;
- (3) Prepare and submit an annual budget request to its governing body;
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to its governing body to the South Dakota State Library on such forms as may be provided by the State Library.



14-2-41. POWERS OF TRUSTEES. EACH BOARD OF PUBLIC LIBRARY TRUSTEES MAY:

- (1) Accept any gift, grant, devise, or bequest made or offered by any person, private agency, agency of state government, the federal government, or any of its agencies, for library purposes. Each donation shall be administered in accordance with its terms;
- (2) Establish a special public library gift fund. The moneys in such fund shall be derived from all or any part of any gift, bequest, or devise, including the interest thereon. Such gift fund shall be a separate and continuing fund and no moneys in such fund shall revert to the general fund of any local governmental unit;
- (3) Enter into an interstate library agreement pursuant to § 14-7-12, Article VI;
- (4) Establish a collection of public library materials to be loaned on a pay basis and make reasonable charge for use thereof;
- (5) Enter into any contracts for the provision of or for the improvement of public library services.



THE LIBRARIAN'S ROLE

- ❖ Officially and Unofficially....
- ❖ On the record and on the sidelines...



14-2-42. DUTIES OF LIBRARIANS. EACH LIBRARIAN SHALL:

- (1) Serve as Secretary to the board of public library trustees and keep all its records;
- (2) Prepare such reports, budgets, and other documents as are required by the board of public library trustees or are required of the board by its governing body;
- (3) Appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule. If no such schedule exists, the salary shall be set by the library board;
- (4) Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees;



LIBRARIANS DUTIES

- (5) Publish and enforce the policies of the board of public library trustees;
- (6) Execute all contracts and agreements approved by the board of public library trustees;
- (7) Keep an accurate account of the financial transactions of the public library; and
- (8) Carry out any other activities authorized by law that the board of public library trustees consider appropriate in the development, improvement, and provision of public library services.



RECRUITING AN ENGAGED & DIVERSE BOARD

What constitutes
a “diverse”
group?

Characteristics
of
A good board
member:



RESPONSIBILITIES, OBLIGATIONS, ETHICS AND LIABILITIES

- Duties under State Law
- Advocacy obligations
- Board Ethics, *“conflict of interest”*
- Public officials liability insurance



**THE TRUSTEES “OTHER”
JOB: ADVOCACY**

WHAT IS ADVOCACY?



WHAT ADVOCACY “IS” AND “IS NOT”

According to Webster’s New World Dictionary, an advocate is: “one who pleads another’s cause or one who speaks or writes in support of something.”

Advocacy is defined as: “Speaking or writing in support of something.”

Advocacy involves knowledge of current trends, networking and communicating with city and community leaders, and applying his/her unique skills to the general task of keeping the community informed.

Advocacy is NOT necessarily raising money or promoting fund-raisers! For those tasks think about forming a Friends of the Library Group and /or a Library Foundation.

Association of Library Trustees, Advocates, Friends, & Foundations (ALTAFF)

<http://www.ala.org/ala/mgrps/divs/altaff/about/index.cfm>

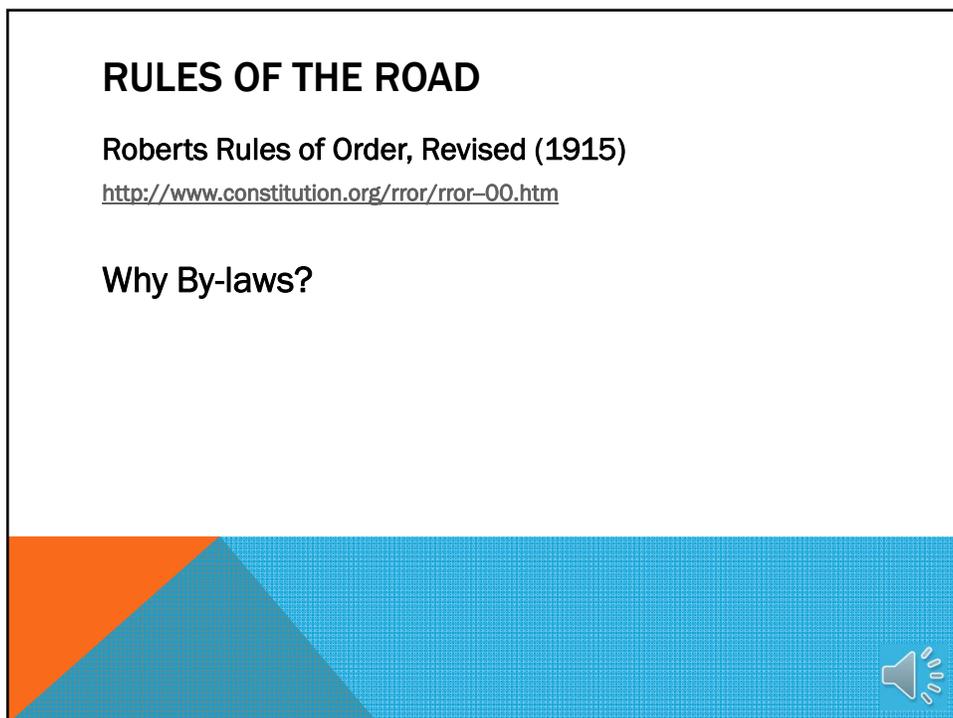


TURNING THE PAGE- A FREE PLA WORKSHOP

<http://www.ala.org/ala/mgrps/divs/pla/plaevents/turningthepage/about.cfm>

Participants have various advocacy goals in mind:

- * **Raise funds** for a summer reading program
- * **Increase volunteer** participation
- * **Increase awareness** of the value of library services to the business community, political community, and the average consumer
- * Gain more **financial support** from area businesses
- * **Educate city council** and **city upper management** that the library is heavily used in our community
- * Work on an ‘elevator speech’ on why libraries are relevant in the Google era
- * Get a **referendum on the ballot** to contribute to a new library building
- * There is no limit to the number of attendees per library. In fact, advocacy teams of at least one staff member plus key stakeholders are encouraged. (Participants in the original *Turning the Page* training rated a higher level of confidence and greater success rates when they worked together.)
- * Team members will be able to combine their individual **Advocacy Work Plans** into an overall document at the conclusion of the training.



STRATEGIC PLANNING, LEADERSHIP, & SELF-EVALUATION

Willing to work:

- ✓ Writing policies, up-dating by-laws, knowledgeable le about budgets,
- ✓ Providing Leadership for the writing or rewriting of your Library's Vision Statement, and Mission Statement
- ✓ Providing Leadership in making sure the staff is credentialed and the library is accredited according to SD Public Library Standards
- ✓ Engaging the board and the community in Strategic Planning—the communication process, the writing of the document, the execution of the plan
- ✓ Providing annual feed-back to the Library Director and participating in annual board self-evaluations
- ✓ Volunteering to assist the Library Director in gathering information, doing necessary research, chairing task-forces or sub-committees



“GEEK THE LIBRARY”

Geek the Library: A Community Awareness Campaign

<http://www.oclc.org/reports/geekthelibrary.htm>

- *Geek the Library*, a community awareness campaign designed to highlight the vital role of public libraries and raise awareness about the critical funding issues many libraries face, was developed based on the research findings included in *From Awareness to Funding: A study of library support in America*. This study, published by OCLC in 2008, found that increasing funding support for public libraries requires changing community perceptions.
- The report suggests that *Geek the Library* can change perceptions about libraries, librarians and public library funding, and that implementation of the campaign can positively impact public library funding trends.

Findings include:

- *Geek the Library* gets people's ATTENTION. In just 5 months, more than half of surveyed residents were familiar with the campaign.
- *Geek the Library* raises AWARENESS. Perceptions and attitudes around the library's importance and value in the community improved and more people said they were willing to fund the library.
- *Geek the Library* encourages ACTION. Over 2/3 of surveyed residents had planned or had taken an action as a result of the campaign, including talking to friends & family about the library or attending a library event.

TRUSTEE PROFESSIONAL DEVELOPMENT

South Dakota Library
Association

<http://sdlibraryassociation.org/>

Annual conference:
October 5-7, 2011
Spearfish, SD
2012- Sioux Falls
2013- Huron
2014- Pierre

South Dakota State
Library

<http://library.sd.gov>

- *The Cornerstone*
- Public Library Listserv
- *SD Public Data Digest/other stats*
- Website
- 605-773-3131



BOARD ORIENTATION
IMPORTANCE OF NEW BOARD MEMBER ORIENTATION



TRUSTEE TROUBLES

the misadventures of a new library board member

Trusteeship is a back to the library. that first year on the though, there is a lot to being a library board member than you might think.

<http://www.wyominglibraries.org/trusteetrouble.html>
<http://www.youtube.com/watch?v=lmuf6GYKuAM>

In this series of episodes, laugh and learn along with Dan, a new library trustee, as he muddles through his first year on the library board. We suggest viewing one episode per month and then as a group, discuss the episode and answer the questions asked at the end of the segment.




HELPFUL RESOURCES

BOOKS & MATERIALS

- **The Complete Library Trustee Handbook (c.2010)**
- *The Library Trustee: A Practical Guidebook*
- *The Noble Calling: The Roles & Responsibilities of Library Trustees* (video)
- *The Trustee of a Small Public Library*
- **Trustee Troubles** (video)
- **"American Libraries" & "Library Journal"** magazines
- **SD Trustee Handbook & new "Pocket Edition"**

ASSOCIATIONS & AGENCIES

- **SDLA-South Dakota Library Association**
- **SDSL-South Dakota State Library**
- **ALTAFF- Association of Library Trustees, Friends and Foundations**
- **PLA- Public Library Association**
- **South Dakota Municipal League**

<http://www.sdmunicipalleague.org/>

- * **S D Community Foundation**

<http://sdcommunityfoundation.org/>





NEW "SOUTH DAKOTA
GUIDE FOR BOARDS -
POCKET EDITION"
<http://library.sd.gov>

A photograph of a library interior with a service counter and staff members. The image is partially obscured by a white diagonal banner containing text. The banner is bordered by orange and blue geometric shapes.



QUESTIONS?
ISSUES, CHALLENGES, SOLUTIONS, IDEAS TO SHARE.

An abstract graphic featuring a white diagonal banner with text, set against a background of orange and blue geometric shapes. The right side of the background is a blue textured area.

