

Working with Library and Municipal Boards

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Director

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Introduction

- Today will be sharing some tips and tricks on how to build an effective relationship with your library and municipal boards.
- We may not be able to solve all the problems but offer some help

Library Boards

- Trustee Orientation for new trustees
 - Roles and Responsibilities of Trustee
 - Hiring/Personnel
 - Budget/Money Management
 - Advocacy
 - Library Laws
 - Budget
 - Policies
 - Act as whole after decisions are made

Library Boards

	Board	Director
Board Meetings	Review Agenda before meeting	Prepare agenda with Board President
	Study background materials	Prepare background materials
	Know Open Meetings Law	Know Open Meetings Law
	Support Board Decisions	Support Board Decisions
	Approve Minutes	Maintain meeting records
	Be an active participant	Act as technical advisor
Planning	Approve Long Range Plan	Draft Long Range Plan
	Provide input on community needs	Solicit community input

Library Boards

	Board	Director
Personnel	Hires/evaluates Director	Hires/evaluates staff
	Approves Wages	Recommends wages
Budget	Approves Budget	Drafts Budget
	Approves Expenditures	Expends Budget
	Approves Financial Report	Prepares Financial Report
Policy	Approves Policy	Reviews policy examples/samples and relevant laws prior to drafting policy
	Reviews Existing Policies	Reviews Existing Policies
Material Selection	Approves Collection Development Policy	Selects library material with other staff as appropriate

Library Boards

	Board	Director
Advocacy	Supports the Library and library issues	Informs the Library Board on library issues and law
	Speaks at Community Groups	Prepares Library Talking Points
		Speaks at Community Groups
	Writes letters of support	
	Attends municipal board meetings	Attends municipal board meetings
	Represents the community on the board	

Library Boards

- Continuing Education
 - Workshops
 - Webinars
 - Library Conferences
 - Professional organization memberships
- Trustee/Friends Groups
 - Minnesota Library Association
<http://mnlibraryassociation.org/committees-subunits/minnesota-library-trustees-and-advocates/>
 - Wisconsin Library Association <http://www.wla.lib.wi.us/wltf/>
 - American Library Association <http://www.ala.org/altaff/>

Library Boards

- Director should be prepared for possible questions or issues that come from board members
- Offer suggestions for new board members that represent your community
 - Parents
 - Seniors
 - Business
 - Professionals

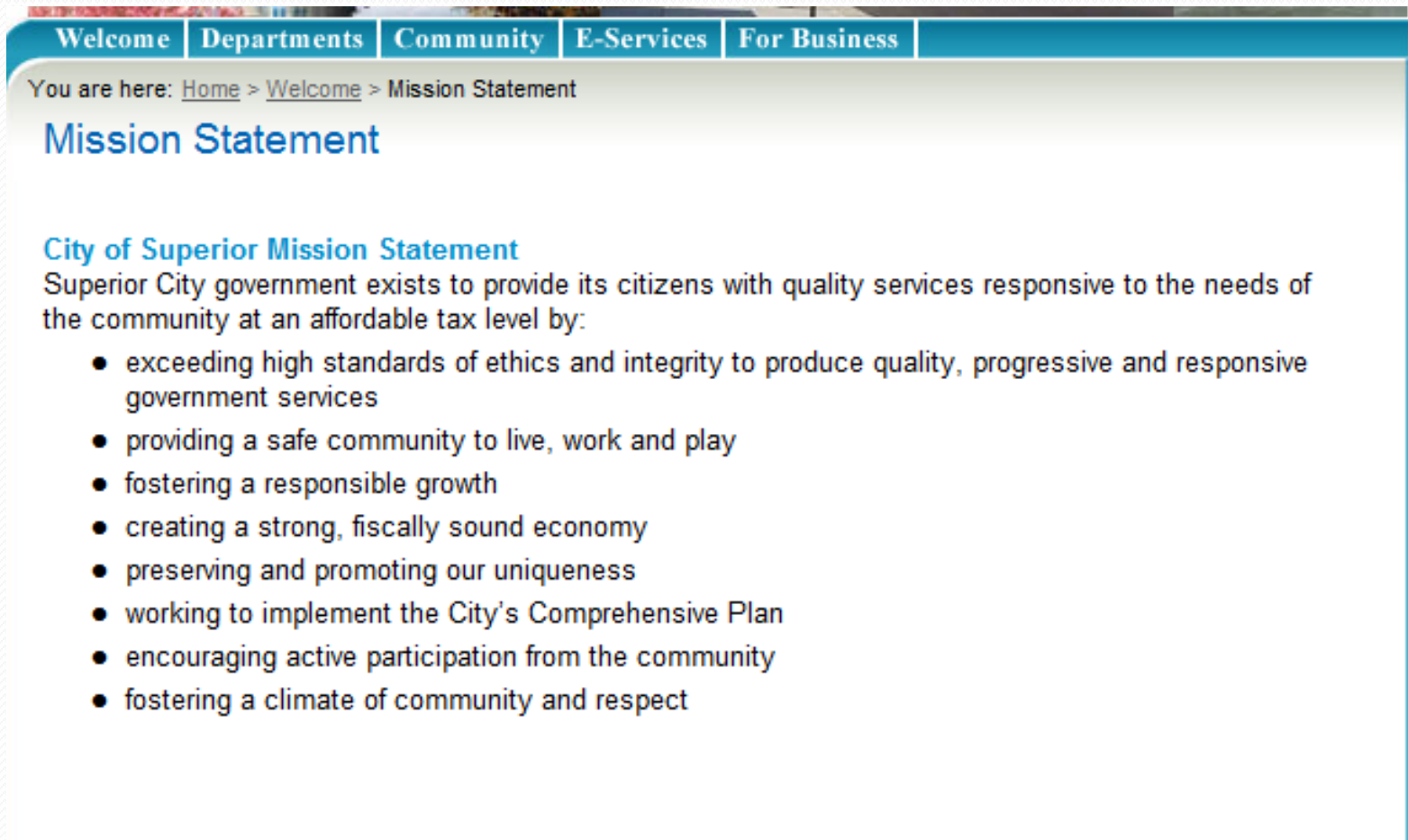
Municipal Board

- Attend municipal board meetings regularly-- at times other than budget discussions
- Provide regular updates
- Annual Report
- Newsletter
- Long Range Plan
- Budget Presentation

Municipal Boards

- Host forum for municipal board candidates
- Invite new members or entire board to tour library
- Meet with board members on a one-on-one basis
- Have an active understanding of the community
- Tie library to community mission/plan/needs

Community Awareness



The image is a screenshot of a city website's navigation menu and mission statement page. The navigation bar at the top contains the following items: Welcome, Departments, Community, E-Services, For Business, and a partially visible 'Home' link. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Welcome > Mission Statement'. The main heading is 'Mission Statement'. The content section is titled 'City of Superior Mission Statement' and describes the city's purpose: 'Superior City government exists to provide its citizens with quality services responsive to the needs of the community at an affordable tax level by:'. A bulleted list follows, detailing eight key goals of the city's mission.

[Welcome](#) | [Departments](#) | [Community](#) | [E-Services](#) | [For Business](#) | [Home](#)

You are here: [Home](#) > [Welcome](#) > Mission Statement

Mission Statement

City of Superior Mission Statement

Superior City government exists to provide its citizens with quality services responsive to the needs of the community at an affordable tax level by:

- exceeding high standards of ethics and integrity to produce quality, progressive and responsive government services
- providing a safe community to live, work and play
- fostering a responsible growth
- creating a strong, fiscally sound economy
- preserving and promoting our uniqueness
- working to implement the City's Comprehensive Plan
- encouraging active participation from the community
- fostering a climate of community and respect

General Tips

- Know your audience
- Presentation format
- Time limits
- Bring your Library Board and Friends as appropriate
- Avoid Jargon
- Be concise
- Pictures and graphs as appropriate
- Brand the message-same look and feel
- Thank the board/committee for their time

General Tips

- Community Awareness
 - T-Shirts with Library Logo
 - Parades
 - School fairs
 - Community Open House
 - Chamber social gatherings
 - Civic Clubs
- Work as a team

Share the Library Story

- Website
- Facebook
- Newspaper
- Newsletter
- Email news and program announcements
- Annual Report
- Pictures
- Displays

Questions or Issues

- Are there any questions or issues that you would like some assistance in solving?

Resources

- Minnesota State Library Services
<http://education.state.mn.us/MDE/StuSuc/Lib/StateLibServ/index.html>
 - Minnesota Public Library Trustee Handbook
- Minnesota Library Association
<http://www.mnlibraryassociation.org>
- Wisconsin Trustee Essentials
<http://dpi.wi.gov/pld/handbook.html>
- Wisconsin Library Association
<http://www.wla.lib.wi.us/>

Contact Information

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