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

<table>
<thead>
<tr>
<th></th>
<th>Board</th>
<th>Director</th>
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</thead>
<tbody>
<tr>
<td><strong>Board Meetings</strong></td>
<td>Review Agenda before meeting</td>
<td>Prepare agenda with Board President</td>
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<tr>
<td></td>
<td>Study background materials</td>
<td>Prepare background materials</td>
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<tr>
<td></td>
<td>Know Open Meetings Law</td>
<td>Know Open Meetings Law</td>
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<td></td>
<td>Support Board Decisions</td>
<td>Support Board Decisions</td>
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<td></td>
<td>Approve Minutes</td>
<td>Maintain meeting records</td>
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<td></td>
<td>Be an active participant</td>
<td>Act as technical advisor</td>
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<tr>
<td><strong>Planning</strong></td>
<td>Approve Long Range Plan</td>
<td>Draft Long Range Plan</td>
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<tr>
<td></td>
<td>Provide input on community needs</td>
<td>Solicit community input</td>
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## Library Boards

<table>
<thead>
<tr>
<th></th>
<th>Board</th>
<th>Director</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Hires/evaluates Director</td>
<td>Hires/evaluates staff</td>
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<td></td>
<td>Approves Wages</td>
<td>Recommends wages</td>
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<tr>
<td>Budget</td>
<td>Approves Budget</td>
<td>Drafts Budget</td>
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<td></td>
<td>Approves Expenditures</td>
<td>Expends Budget</td>
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<tr>
<td>Policy</td>
<td>Approves Policy</td>
<td>Reviews policy examples/samples and relevant laws prior to drafting policy</td>
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<tr>
<td></td>
<td>Reviews Existing Policies</td>
<td>Reviews Existing Policies</td>
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<tr>
<td>Material Selection</td>
<td>Approves Collection Development Policy</td>
<td>Selects library material with other staff as appropriate</td>
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</table>
## Library Boards

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<thead>
<tr>
<th>Board</th>
<th>Director</th>
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</thead>
<tbody>
<tr>
<td>Advocacy</td>
<td>Supports the Library and library issues</td>
</tr>
<tr>
<td></td>
<td>Informs the Library Board on library issues and law</td>
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<tr>
<td>Speaks at Community Groups</td>
<td>Prepares Library Talking Points</td>
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<tr>
<td></td>
<td>Speaks at Community Groups</td>
</tr>
<tr>
<td>Writes letters of support</td>
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<tr>
<td>Attends municipal board meetings</td>
<td>Attends municipal board meetings</td>
</tr>
<tr>
<td>Represents the community on the board</td>
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</tbody>
</table>
Library Boards

- Continuing Education
  - Workshops
  - Webinars
  - Library Conferences
- Professional organization memberships
  Trustee/Friends Groups
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—ar 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

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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