

Trustee Orientations

Simple ways to help new trustees become valuable partners in providing library services



Trustee Job Description

Job Title: Member of SELCO/SELS Board of Directors

Created: January 2005

Contact Person: SELCO/SELS Board President or SELCO/SELS Executive Director

Appointing Body: Local public library board and/or County Board of Commissioners

Representing: SELCO/SELS academic, public, school and special libraries

Statement of Purpose for a Member of the SELCO/SELS Board of Directors:
A member of the SELCO/SELS Board of Directors provides regional direction and vision for SELCO/SELS. Appointed by a local organization and working cooperatively, Board Members are responsible for governing SELCO/SELS, planning for each organization's future and promoting the organizational missions. Members of the SELCO/SELS Board of Directors are responsible for creating a strong positive culture and cooperative environment.

Responsibilities:
Appointed individuals comprise the Board of Directors of a not-for-profit corporation (MN Statutes 317A) and have the rights and responsibilities for regional public and multitype library systems as outlined in Minnesota Statutes 134.20 and 134.351. Specifically:

- Adopt bylaws and policies as appropriate to fulfill the regional library purpose
- Control regional library funds, income and expenditures
- Hire an Executive Director to manage SELCO/SELS and conduct an annual performance review
- Establish fair compensation for staff
- Purchase property and erect a building or lease library space
- Prepare and submit an annual report and other required reports to the Minnesota Department of Education and/or other state or national agencies

Other General responsibilities include:

- Support and promote the SELCO/SELS mission, services, policies and programs
- Attend quarterly Board meetings
- Review meeting agendas and supporting materials prior to Board and/or committee meetings and keep up-to-date on developments pertaining to library service
- Serve on Board committees and attend trustee workshops, Board training and other special meetings or events
- Act as a liaison with the local library community
- Assist with the development and execution of the SELCO/SELS strategic plan
- Advocate for funding to support regional library programs and services
- Support basic library tenets such as but not limited to, Intellectual Freedom, Confidentiality of Patron Records, and Internet Safety
- Direct work assignments for SELCO staff through the Executive Director to help manage workflow

Personal Commitment and Skills:

- Ability to listen, analyze, think clearly and creatively
- Work well with people individually and in a group
- Willingness to make the required time commitment, with a three-year term and the option to serve two additional three-year terms
- Ongoing commitment to staff development
- Commit to maintaining confidentiality
- Willingness to be regularly accessible by telephone or other means

General Notes:

- This job description is a guide outlining the responsibilities of a Member of the SELCO/SELS Board of Directors. The SELCO/SELS Board of Directors reserves the right to change job responsibilities as needs prevail, and to conform to Minnesota Statute and the most current version of the SELCO and SELS Bylaws.
- A Member of the SELCO/SELS Board of Directors may be removed with or without cause by three-fourths (3/4) vote of all Directors, providing that the meeting notice shall include such purpose.

Acceptance

As a Member of the SELCO/SELS Board of Directors, I have received, read, and understand this job description. I accept the responsibilities entailed in representing the academic, public, school and special libraries in the SELCO/SELS region.

Signature

Date

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BEFORE the First Board Meeting

BEFORE the first meeting:

The Welcome

Dear Mr. Doe,

Welcome to the Board of Trustees of the Anytown Public Library. We are looking forward to working with you.

I have enclosed for you some background information to assist you in preparing for your role as an Anytown Public Library Trustee.

The Board President, Jane Smith, and I would like to meet with you before our regular board meeting on Monday, November 19, 2012. I will be calling in the next few days to set up a time for us to meet.

If you have any questions, please feel free to contact me (XXX-XXXX) or email me (xxx@xxx.xxx) or contact Board President, Jane Smith (XXX-XXXX).

I'm looking forward to meeting you.

Sincerely,

Library Director

Background Information

Include:

- Trustee Job Description
- Board member contacts
- List of remaining meeting dates
- Minutes of the last two meetings
- Your current budget and budget summary
- Useful definitions

SWLS or Wisconsin Specific:

PLAC = Public Librarian Advisory Committee. This committee exists to assist SWLS in planning state-mandated services, including technology.

SWLS Technology Committee: committee composed of 9 member library representatives, the SWLS Director and the SWLS Desktop Support and Graphic Design consultant. This group focuses on issues concerning the technology services provided to member libraries and looking ahead to new technologies.

NetSouthwest: name of the consortium of 27 member public libraries that share an integrated library system (ILS).

NetSouthwest Director's Council: committee composed of one representative, usually the director, from each participating member library. This committee addresses issues concerning the integrated library system (ILS) and resource sharing.

ABC = Audio Book Circuit: a rotating collection of audiobooks to 16 participating libraries who pay a yearly fee to support the purchase of new materials for the collection.

SWAL = Southwest Wisconsin Association of Libraries: This association is separate from SWLS. It has members from public, school, academic and special libraries in the 5-county area of SWLS. A business meeting and program is held every fall.

WISCAT: the statewide online union catalog used by many libraries around the state of Wisconsin for interlibrary loan (ILL) outside of public library system borders.

General Library Terms:

Bibliographic record: a description of an individual item in a collection. Lists the author, title, publishing information, and other data that identifies the item.

Call Number - A number, such as a Dewey Decimal Number that appears on the spine label of a nonfiction book and is used to identify its location and retrieve the item.

Dewey Decimal System: A hierarchical system for classifying books and other library materials by subject

Genre - Forms or types of materials, such as science fiction, romance, biography, bibliography, or large type books.

Hold or Reserve: a process by which a patron can be placed in "line" to get an item that is currently checked out. Also refers to the item itself when it is being held for a patron.

Holdings: items owned by each individual library.

ILS = integrated library system: software that computerizes check in and check out functions of circulation as well as patron registration and the online catalog.

ILL = interlibrary loan: a service whereby a user of one library can borrow books or receive photocopies of documents that are owned by another library.

ISBN - International Standard Book Number. Most published books have a unique ISBN.

ISSN - International Standard Serial Number. Most magazines and journals have a unique ISSN.

LSTA = Library Services and Technology Act Federal funding for libraries in several areas -- technology, interlibrary cooperation, literacy, etc., and for state library agencies.

BEFORE the first meeting:



Arrange an
informational
meeting

Before the first meeting

Informational meeting:

- Introductions
- Tour of library
- Overview of board procedures
- Current topics under discussion



Before the First Meeting

- Talk about the library:
 - How the library is funded
 - Typical day in the library
 - Strategic Plan
 - Library's Role in the Community

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The First Board Meeting

The first board meeting

Introductions



The First Board Meeting

Hold the meeting in
Slow Motion

Over the Next Few Meetings:

Provide access to the:

- Board By-laws
- Long-Range Plan
- Trustee Essentials Handbook

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The First Year and Beyond

The First Year and Beyond

Regular check-ins

Mentors

Regular review of Board By-laws and
library policies

The First Year and Beyond

Trustee Essentials as a
regular part of the
meeting

System Workshops

WLA & WAPL Conferences

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Questions!