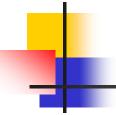


Effective Boards Have Effective Meetings!

Christine Lind Hage, Director Rochester Hills (MI) Public Library Wisconsin Training Week August 2018



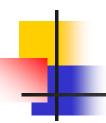
Thank you for your service!

- Stewards of the public's library
 - Accountability
 - Transparency



Operating procedures

- Open Meetings Act
- Bylaws
- Parliamentary procedure



Being present

- Actually attendance
- Participation in during the meeting
- Pre-meeting preparation



President's duties

- Assist in agenda preparation
- Ask the board, prior to the meeting, for agenda items
- Set the pace of the meeting
- Keep discussion to the agenda
 - Get input from all trustees, staff and members of the public present



Board packet – Available to the public prior to meeting

- Agenda
- Minutes
- Financial reports
- Director's report
- Committee reports
- Communication
- Old business
- New business

Agenda

- Timed agenda
- Consent agenda
- Prioritize items with tougher items first
- Public Comment
- Identify items as
 - Informational
 - Discussion
 - Action



Board interactions

- Rotary Four Way Test
- Thoroughly discuss items
- Respect various viewpoints
- Avoid pontification or domination by a single trustee
- Address the bully on the board



Managing the troubling trustee

- Board's responsibility, not the administrator's responsibility
- Board president should speak for the board
- Issues: absenteeism, pontification, sexual harassment, public speaking, micromanaging the staff

Minutes

- Transparency / availability to the public
- Action items not opinions (legal implications)
- Include: date, time, attendance, reports received, topics discussed, action taken, adjournment

Post-board meeting

Socialize



Contact Information

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