



# 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

---

Christine Lind Hage, Director  
Rochester Hills Public Library  
500 Olde Towne Road  
Rochester, MI 48307-2043

248/650-7122

[Christine.Hage@rhpl.org](mailto:Christine.Hage@rhpl.org)