

# Reconnecting with Our Essential Roles & Responsibilities



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# Agenda

Presentation Will be Available Online:

[http://libraries.vermont.gov/services/public\\_libraries/trustees](http://libraries.vermont.gov/services/public_libraries/trustees)

- Trustee Duties & Best Practices
- Succession Planning
- Resources
- Director & Trustee Story – Lanpher Memorial Library (Hyde Park)



**TITLES**

**21. LABOR**

**22. LIBRARIES, HISTORY,  
AND INFORMATION  
TECHNOLOGY**

**Vermont Statutes Annotated**

**PROPERTY OF THE STATE OF VERMONT**

# Vermont State Statute Title 22

# VT State Statute Says Free Public Libraries:

- A) Are essential
- B) Are for the general enlightenment of citizens
- C) Should be accessible to all
- D) May serve as community centers
- E) Are places for access to educational, cultural, recreational, informational, and research benefits

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# Why Do Public Libraries Exist? VSA Title 22

## Chapter 3, § 67

(a) The General Assembly declares it to be the policy of the State of Vermont that **free public libraries are essential** to the general enlightenment of citizens in a democracy and that every citizen of the State of Vermont should have access to the educational, cultural, recreational, informational, and research benefits of a free public library.

# Which of the Following Items is the Primary Duty of the Trustees?

- A) Managing the library
- B) Ensuring the well-being of the library
- C) Running library programs
- D) Purchasing materials for the library

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# Well-Being of the Library

What does that  
mean?



Source: <https://www.flickr.com/photos/dragfly78/389961836/>

## OVERSIGHT



Source:  
[https://www.flickr.com/photos/nicholas\\_t/10250370544/](https://www.flickr.com/photos/nicholas_t/10250370544/)

## DAILY MANAGEMENT



Source:  
<https://www.flickr.com/photos/amon-ra123m5/5624590992/>

# Library Board Basic Tasks - Oversight

- Policy & Bylaws
- Advocate
- Strategic/long-range planning
- Promote & evaluate library
- Hire, fire, & evaluate a director
- Budget & funding sources
- Building/Grounds Safety & Vibe
- Community Link



# Director Basic Tasks – Daily Management

- Daily operations & budget management
- Hire, train, supervise, & fire staff
- Connect public with information
- Select materials
- Track materials & members
- Implement policies
- Keep & report statistics
- Inform board of trends & local implications
- Act as spokesperson at meetings & with Press



# Comparison of Roles

## Trustees

- Hire/Supervise Director
- Create Long-Range/Strategic Plan
- Fiscal Oversight, Budget Approval
- Approve All Policies
- Ensure Library Has a Marketing Plan

**OVERSIGHT**

## Director

- Hire/Supervise Staff
- Create/Implement Plan
- Create, Spend, Report on Budget
- Recommend/Implement Policies
- Coordinate/Implement Marketing Plan

**DAILY MANAGEMENT**

## OVERSIGHT



Source:  
[https://www.flickr.com/photos/nicholas\\_t/10250370544/](https://www.flickr.com/photos/nicholas_t/10250370544/)

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# Ongoing Trustee Duties

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Prepare for  
board meetings;  
attend &  
participate

Source:

<https://www.flickr.com/photos/mmmavocado/10925542573>





# Ongoing Trustee Duties

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Get to know the  
legal stuff: State  
& Federal Laws

Source:

<https://www.flickr.com/photos/pamwood707/5646757752>



# Ongoing Trustee Duties

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## Support Library Services: Visit & Observe



Source: San Jose Public Library

<https://www.flickr.com/photos/sanjoselibrary/31234520260>

## Ongoing Trustee Duties

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# Talk About the Library in the Community

Source:

<https://www.flickr.com/photos/90664717@N00/2686040967>



## Ongoing Trustee Duties

Keep open to the future: read, think, listen

Source:

<http://www.ala.org/tools/librariestransform/future/engage/TrendCards>



Each card includes information about the trend and considerations for why it might matter for libraries.

The trends are color-coded into broad categories of change:



What are the Fiduciary  
Duties of the Trustees?

# What does “Fiduciary” mean?

- A) of, or related to, literary interests
- B) held-in-trust
- C) liabilities
- D) institutional knowledge

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- C) liabilities
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# Duty of Care or Diligence

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Behave in the  
best interests of  
the library





# Duty of Loyalty

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Avoid conflict  
between duty to  
the library &  
self-interest



# Duty of Obedience

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Understand the  
Statutes, Charter,  
and Bylaws



# What Laws Should Govern Trustee Meetings?

# True or False – These Laws Govern Trustee Meetings

Roberts Rule of Order                      If By-Laws Demand It

Note: Roberts Rules are not required by VT statute

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VT Open Meeting Law                      True  
(Municipal Libraries)

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VT Open Meeting Law                      True – To meet VT Minimum  
(Incorporated Libraries)                      Standards for Public Libraries

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Norms & Ground Rules Set                      True  
by the Board

# Best Practices for Library Trustees

A green road sign with white text. The sign is rectangular and mounted on a metal post. The background is a bright blue sky with light clouds. The sign is positioned on the right side of the image, partially overlapping a dark blue curved shape on the left.

**BEST  
PRACTICE**

**STRAIGHT AHEAD**

Source:

<https://www.flickr.com/photos/the-seo-company/8114460868>

# Provide Orientation for New Board Members



**BEST  
PRACTICE**

**STRAIGHT AHEAD**

# Understand Open Meeting Law



# Stick to Your Meeting Agenda





# Allow All Trustees to Have a Voice in Meetings



**BEST  
PRACTICE**

STRAIGHT AHEAD

# Have a Unified Voice in the Community



**BEST  
PRACTICE**

**STRAIGHT AHEAD**

# Empower the Director to Manage the Day-to-Day Operations of the Library



# Attend Board Meetings



**BEST  
PRACTICE**

**STRAIGHT AHEAD**

# Provide a Unified Vision & Mission



**BEST  
PRACTICE**

**STRAIGHT AHEAD**

# Become Informed about Library Issues



# Represent the Library in Your Community



**BEST  
PRACTICE**

STRAIGHT AHEAD

# Commit Time Outside of Board Meetings



**BEST  
PRACTICE**

STRAIGHT AHEAD



# What Is Succession Planning?



Source:

<https://www.flickr.com/photos/28537647@N06/2887726958>



# Planning for the Future Governance of Your Library

Source:

<https://www.flickr.com/photos/mscaprikel/5966121>



# What are the Skills, Talents, & Attributes that Our Board Needs?

Source:

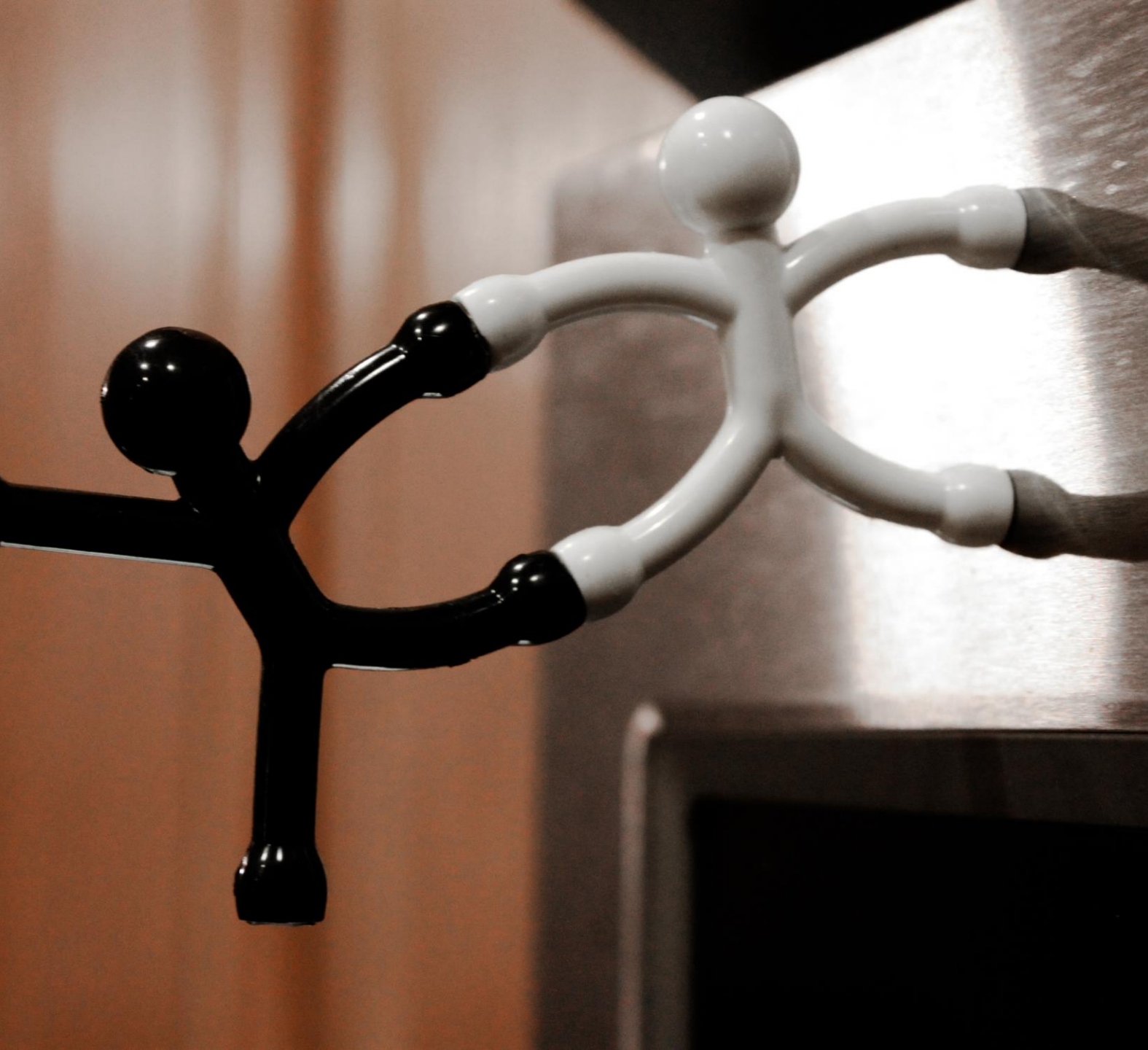
<https://www.flickr.com/photos/jenniferwilliams/7289560470>



# How Do We Find People with these Skills, Talents, & Attributes?

Source:

<https://www.flickr.com/photos/stevepj2009/6857101082>



# Once We've Found Them, How Do We Attract Them to the Board?

Source:

<https://www.flickr.com/photos/brendan-c/5388970247>

<b>Board Planning Matrix</b>			
	<i>Name</i>	<i>Name</i>	<i>Name</i>
<b>Gender</b>			
Female			
35-50			
<b>Age</b>			
19-34			
35-50			
51-65			
66+			
<b>Race/Ethnicity</b>			
African American/Black			
Asian/Pacific Islander			
Caucasian			
Hispanic/Latino			
Native American/Indian			
Other			
<b>Community Connections</b>			
Religious organizations			
Corporate			
Education			
Media			
Political			
Philanthropy (Community Volunteers)			
Small business			
Social services			

# United for Libraries

[www.ala.org/united](http://www.ala.org/united)

Qualities	
Leadership skills/motivator	
Willingness to work/availability	
Personal connection to the mission	
Personal Style	
Consensus builder	
Good communicator	
Strategist	
Visionary	
Bridge builder	
Areas of Expertise	
Administration/Management	
Entrepreneurship	
Financial management: Accounting	
Financial management: Investments	
Fundraising	
Government	
Law	
Marketing, public relations	
Human resources	
Strategic planning	
Physical plant (architect, engineer)	
Real estate	
Special program focus (education, health, etc.)	
Technology	
Other	
Number of years (Terms on the board)	
Board-Elected (BE) or Commission-Elected (CE)	

# United for Libraries

[www.ala.org/united](http://www.ala.org/united)



# Job Descriptions for Board Officers

Source:

<https://www.flickr.com/photos/29792566>

@N08/6140852961





# Calendar Detailing Yearly Tasks

Source:

<https://www.flickr.com/photos/dafnecholet/5374200948>



# Updated Bylaws

Source:

<https://www.flickr.com/photos/60588258@N00/3293465641>



What if your library director resigns?

# Resources

- Trustee Manual – Available Online:  
<http://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Trustees/TrusteeManual6thEd2014.pdf>
- Vermont Department of Libraries Professional Collection – Available through Interlibrary Loan
- ALA – United for Libraries -  
<http://www.ala.org/united/>

# Community Needs & Strategic Planning

- Aspen Institute Action Guide V. 2.0:  
[http://www.libraryvision.org/download\\_action\\_guide](http://www.libraryvision.org/download_action_guide)
- Harwood Institute Community Needs Assessment (Harwood in a Half Hour: Get Started in Turning Outward): <http://theharwoodinstitute.org/tools/>

# Advocacy: Community Connections

- United for Libraries: Power Guide for Successful Advocacy: <http://www.ala.org/united/powerguide>
- Turning the Page Library Advocacy Training: <http://www.publiclibraryadvocacy.org/>

# Contact Me

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