

TRUSTEE MANUAL FOR MARYLAND LIBRARY TRUSTEES

MLA and CML 2009 Annual Conference

November 7, 2009

Funded by an LSTA GRANT



Eastern Shore Regional Library
Your Library Link

Why Now...

Libraries are Changing



**Adapting to
how people
want to
receive
information**

Why Now...

Statewide changes



Getting Started...



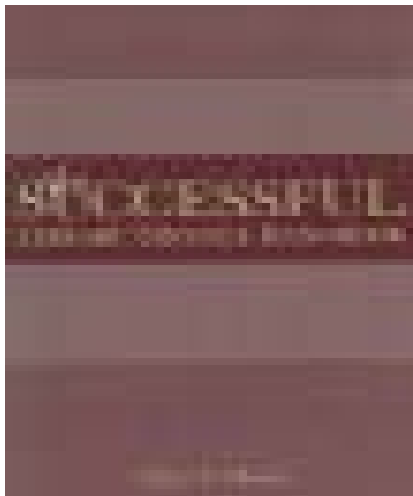
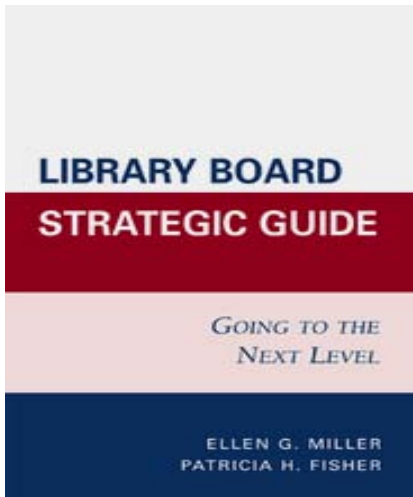
- **ESRL received a grant to revise the manual**
- **In March 2009, The Singer Group was hired to facilitate the process and write the manual**
- **The Project Manager, Raineyl Coiro appointed a Steering Committee of 13; including Daria Grant Liaison from DLDS**

Steering Committee Members

- Darrell Batson, Director, Frederick County Library/MLA President
- Debby Bennett, Assistant Director, Caroline County Library
- Margaret Carty, Executive Director, MLA
- Raineyl Coiro, Administrator, ESRL and Project Director
- Pat Fisher, Pat Fisher & Associates, CML
- Thomas Hehman, Director, Wicomico Public Library
- Sharan Marshall, Director, SMRLA
- Daria Parry, Chief Public Libraries & State Networking Branch, DLDS
- Jo Ann Pinder, Assistant Director for Support, BCPL
- Chuck Powers, Director, Queen Anne's County Free Library
- Joseph Thompson, Associate Director, WMRL
- Lynn Wheeler, Director, Carroll County Library
- Wesley Wilson, Chief, SLRC
- Project Facilitators from The Singer Group, Inc.,
Dr. Paula Singer and Lorraine Kituri, MS



Process...



- ✓ **Steering Committee Meetings (3)**
- ✓ **Focus Groups (5)**
- ✓ **Online Survey**
- ✓ **Literature & Best Practice Review**

What We Heard...

BRAND CAMP

by Tom Fishburne



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What Should Every Trustee Know?



What's in the Manual

TOP

5

Things a Library Trustee Should Know

1. Role of the Board and Role of the Library Director
2. The Library and its Role in the Community
3. Your Library and the County/City
4. Laws Governing Public Libraries
5. Funding and Your Library

1. Role of the Board & Role of Director

TEAM



Major Roles of the Library Trustee

- ☑ Recruiting and retaining the director
- ☑ Advocacy
- ☑ Planning
- ☑ Monitoring and evaluating the effectiveness of the library
- ☑ Adopting library policies
- ☑ Learning the community



2. Library Community

- *Understand* the community
- Be *accessible* to the community



Intellectual Freedom



3. Partnerships and the City/County

Relationships are critical to the library's success.

It is important that the board support the director and library staff in

developing and maintaining partnerships with other libraries, local government agencies and community organizations.



4. Laws - Attendance



**Meeting attendance is
so critical to the
effectiveness of the
board that it is a
state law
requirement**

*(Outlined in the Laws of Maryland
Relating to Public Libraries § 23-
404)*

Open Meetings (*Sunshine Laws*)



Bylaws

- **Maryland law states only that boards may adopt bylaws.**
- **Well-defined bylaws help fulfill the library's mission and conduct business in an orderly, logical way.**



**Bylaws cannot
conflict with any
local, state, or
federal
laws/regulations.**

5. Fundraising and Budgets

Fundraising is one of the less publicized roles of a library trustee.

The board should participate in assessing fundraising targets.



Budgets



- **Operating Budget**
- **Capital Budget**
- **Budget Reductions**
- **Budget Increases**

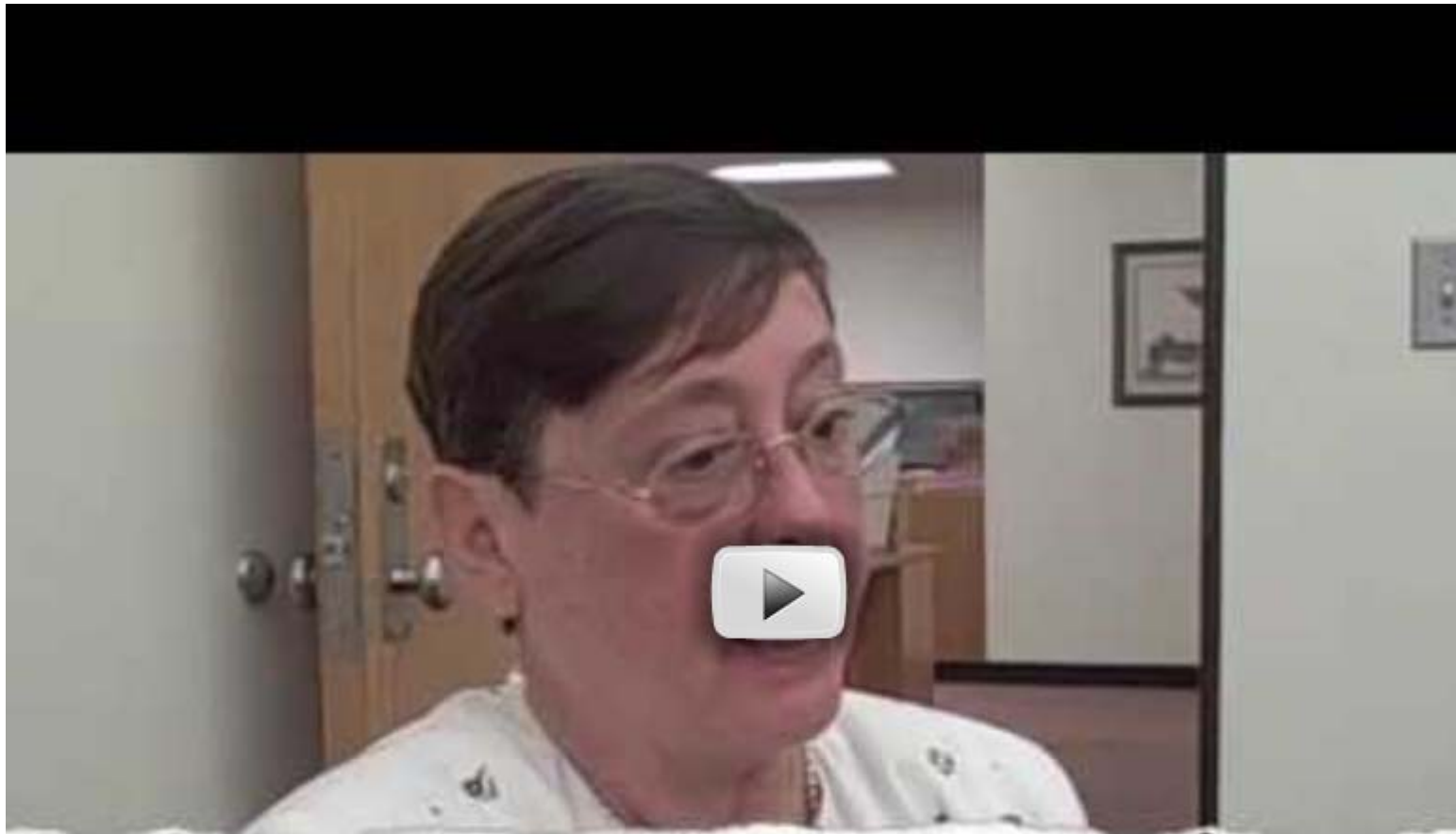
Appear at public budget hearings to show support and advocate for the library's requests.

Managing Finances

Two Governing Principles of Financial Management

- ✓ Follow the *prudent person* rule
- ✓ Exercise *due diligence*





Ellan Thorsan

Treasurer, Anne Arundel County Public Library Board of Trustees

You

***Other Things
to Know About***

Developing Library Policies

The board approves/adopts policy.

The director (and staff) recommend policies and are responsible for carrying out the policies and for writing the procedures through which the policies will be implemented.



Library Policies

- ✓ Administration and Governance
 - bylaws, conflict of interest, mission statement
- ✓ Circulation Policy
 - fines/fees, equipment use, confidentiality of records
- ✓ Collection Development
 - purpose of collection, selection criteria
- ✓ Interlibrary Loan Policy
 - reciprocal partnerships, fees
- ✓ Personnel
 - compensation, benefits, work rules, hiring, evaluation, grievances
- ✓ Public access computers and Internet Use
 - prohibited sites, privacy, confidentiality
- ✓ Reference Policy
 - in person, telephone, electronic
- ✓ Services and Programs



Strategic Planning

- **Planning will be most effective when it involves a partnership between the board and director and includes obtaining input from staff and the public.**



Library Programs and Services

- ☑ Tour the branches
- ☑ Visit your local branch
- ☑ Spend some time with branch staff
- ☑ **ASK QUESTIONS**



The Engaged Trustee

- **Attends meetings (board meetings; city/council meetings; annual association meetings)**
- **Reads board materials (orientation materials; board meeting packets)**
- **Engages with the community**
- **ASKS QUESTIONS**





Nancy Lynch

Vice-President, Carroll County Public Library Board of Trustees

You

FORMAT

Trustee Manual Format

- **Multiple formats**
 - **Hard copy in 3-ring binder**
 - **CD**
 - **Online**
(www.esrl.org)
- **Easy to read**
- **Easy access to information**



RECAP

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Q & A

**What Are Some of Your
Best Practices?**

**What Advise Do You Have
For A New Trustee?**



THANK YOU!!!



The
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Group** Inc.

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