

TEAMWORK AT THE TOP

***DEFINING AND ENHANCING
THE TRUSTEE - LIBRARY DIRECTOR
RELATIONSHIP***

NHLTA

Annual Spring Conference May 29, 2019

About Debra Caplan, Presenter

- Coach job-seekers on employment search strategies, helping to build the skills necessary for a successful job search.
- Design and present in-person seminars and on-line webinars on employment topics such as: Networking Skills, Resume Writing, Identifying Your Marketable Skills, Interviewing, and Job Search Planning.
- Early career includes senior HR roles as well as time spent in the executive search and placement industries.
- Serve as an Alternate Library Trustee for the Peterborough Town Library, Peterborough, NH (coached trustees on conducting search for new Library Director) and sit the Peterborough Library Capital Campaign Committee and on the Education Committee of the New Hampshire Library Trustees Association.
- Hold M.L.S. (Masters in Library Science) from Simmons College in Boston and a B.A. (Bachelor of Arts), *Magna cum Laude*, from Brandeis University in Waltham, MA.

Agenda

- I. Scope of responsibility and authority of the Library Board of Trustees and the Library Director
 - Policy & Planning
 - Budget Development
 - Collection Development & Programming
 - Staff Management
 - Board Meetings
 - Library Advocacy
- II. Ways to establish and maintain a positive & productive relationship between the Trustees and the Director.
- III. Q&A

Policy & Planning

Trustees

Policy: Determine and adopt written policies to govern the operation of the library.

Planning: Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.

Library Director

Policy: Recommend policies to library board. Carry out the policies of the library as adopted by the board.

Planning/Management: Suggest and carry out plans for library services. Manage day-to-day operation of library. Design library services to meet community needs/interests.

Report library's progress and future needs to the board.

LIBRARY BUDGET DEVELOPMENT

Trustees

Examine budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city/town council.

Review expenditures in accord with budget, amending line items within the budget if needed.

Library Director

Prepare and submit to library board a budget request based on present and anticipated needs.

Maintain complete and accurate records of finances.

Expend funds based on approved budget.

Collection Development & Programming

Trustees

Adopt collection development policy.

Determine the direction programming offered by studying community needs.

Ensure that a plan is developed for meeting needs and that the plan is carried out.

Library Director

Develop and recommend a collection development policy

Select and order all books and other library materials and resources.

Plan and implement programs to meet community needs

Staff Management

Trustees

Employ a competent and qualified librarian.

Recruit, hire and annually evaluate the director based upon a well-defined job description & expectations.

Adopt personnel policy and set adequate salary and benefits for all staff.

Library Director

Recruit, hire and annually evaluate library staff based upon well-defined job descriptions & expectations.

Recommend improvements needed in salaries, working conditions and personnel policies.

Board Meetings

Trustees

Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings. And sub-committee meetings.

Board Member Recruitment:

Recommend qualifications and candidates for board to mayor/city council. Notify city/town of board vacancies.

Library Director

Attend board meetings; prepare written progress report; provide information as needed/requested by board.

Board Member Recruitment:

Assist in developing qualifications for new trustees. Participate in aspects of recruitment process.

ADVOCACY

Trustees

Advocate for library through contacts with general public, civic organizations and public/town officials.

Attend city council meetings to keep council informed on library activities.

Work to secure adequate funds to carry out the library's services.

Library Director

Advocate for library through contacts with general public, civic organizations and public/town officials.

Attend meetings of city council and/or county supervisors and local groups.

Work to secure adequate funds to carry out the library's services.

Establishing and Maintaining a positive & productive relationship between the Trustees and the Library Director.



TEAMWORK AT THE TOP

Where can You Add Value?

Focus on Your Interests & Expertise

- **Financial Acumen**
- **Tech Savvy**
- **Programming Ideas**
- **Book Groups & Discussion Groups**
- **Fund Raising Events**
- **Community Advocacy**



TEAMWORK AT THE TOP - IDEAS

ALA Resource

<http://www.ilovelibraries.org/get-involved/become-library-trustee>

- > After you've gotten to know key officials, stay in touch even when you aren't asking for something.
- > Attend hearings on library-related matters. Ask questions and voice your opinions.
- > Be a walking, talking billboard for libraries. Wear pro-library accessories. Use a library message or quotation as part of your e-mail signature.

TEAMWORK AT THE TOP - IDEAS

- > Be on the alert for good library user-stories and forward to the appropriate person.
- > Maintain your advocacy network. Invite library users and others to testify at budget hearings, participate in media interviews, and visit legislators.
- > Participate in influential community groups and use this as an opportunity to get the library's message out and recruit advocates.

TEAMWORK AT THE TOP - IDEAS

- > Support candidates who support the library and donate to their campaigns.
- > Start an advocacy committee to work with library administrators and the board to build public awareness and support for the library.
- > Thank everyone involved in an advocacy effort. Whether it's a personal letter, or a party or plaque, a thank you is a powerful tool.

TEAMWORK AT THE TOP - IDEAS

- > Work at keeping a high profile for your library. Develop a marketing communication plan with a strong, consistent message. (i.e. Letters to the editor campaign, speaking in front of community groups)
- > Write, email, or call legislators and decision-makers to let them know you want them to support libraries.
- > Stay connected by participating in state and national library events

TEAMWORK AT THE TOP - IDEAS

Talk, talk, talk!

Look around your community. There are people everywhere who could use their library and don't—because they don't understand the valuable resources waiting for them there. At the grocery store, local school, bank, post office, or on a walk with your dog, talk to people and tell them why you value the library.

