Board of Trustees Notebook

We prepared a Trustee Information Packet three-ring binder for each library board member. When new members joined the board, we would have a meeting with them to tour the library, meet the staff, and a general overview of a board member’s responsibilities with a review of the binder’s contents (which included the Library Board Policy Handbook), emphasis depending on local conditions.

Some topics that could be addressed and discussed during the tour include:
- How the Library is operated on a day-to-day basis;
- How the Library is linked to other resources and libraries;
- How the Library serves the needs of the community;
- How the Library could better serve the needs of the community.

Binders are difficult to maintain, which is why we also put updated documents on the web (with print outs of minutes and financial reports prepared for meetings). We used material in board books for short “training sessions” of selected contents at board meetings throughout the year, especially to review details of library services for the public. Use of the binder (which also included workshop training handouts) was still easier for most members rather than having to get a computer to use as intermediary device (although not the case for some - obviously, depending on the person, a tablet can be as convenient as a binder). Any day now, tablets will be as ubiquitous as binders (although probably still not as cheap).

Some board members didn’t read material whether it was in binder or on the web. We also found resistance to reading on computer from folks in the post-55+ category. Assume that will change as regular computer users get older.

It is best if the Orientation Meeting is scheduled a few days after the tour, giving new trustees time to review the written materials.

For members to review, each library board had a copy of The Complete Library Trustee Handbook by Sally Gardner Reed. ALA, 2010.

Library Board
Trustee Information Packet
CONTENTS

   https://www.greenleaf.org/products-page/trustee-as-servants/

2. Being a Trustee . . . the trustee as servant.
   http://tinyurl.com/TrusteeasServant

   http://tinyurl.com/LibrariesAnAmericanValue

   http://tinyurl.com/Democracy-sResource

5. The Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements.
   https://tinyurl.com/RightsReadView
6. Ethics Statement for Public Library Trustees. 
https://tinyurl.com/LibraryTrusteeEthicsStatement
Local Library Board of Trustees Code of Ethics. 
http://tinyurl.com/LibraryBoardCodeofEthics

http://tinyurl.com/ALACodeofEthics

8. Top Dozen List of Things Every Library Trustee Should Do.

9. 5 Leadership Roles for Library Trustees (ULC).

10. Ten Stupid Things Board Members Sometimes Do.

http://tinyurl.com/ValueandVision

12. Public Library Laws of Tennessee (this document will download to your computer)

13. A Comparison of Responsibilities: Local Board of Trustees, Local Library Director, Regional Library and Friends of the Library. 
http://tsla.libguides.com/id.php?content_id=39128303


15. Copy of latest Annual Report, brochures, and library operating budget.

16. Calendar of board meetings and library event dates.

17. Names and contact information for all board members.

18. List of library staff with responsibilities.


20. Regional System Guidebook.


