#### Contents

#### Introduction

So you're a trustee! How did that happen, and what is expected of you now?

## TE 1: The Trustee Job Description

#### TE 2: Who Runs the Library

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

#### TE 3: Bylaws—Organizing the Board for Effective Action

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

# TE 4: Effective Board Meetings and Trustee Participation

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

### TE 5: Hiring a Library Director

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring

#### TE 6: Evaluating the Director

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

### TE 7: The Library Board and Library Personnel

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff

### TE 8: Developing the Library Budget

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

# TE 9: Managing the Library's Money

- Responsibilities for library expenditures
- · Responsibilities for library financial health and financial reporting

• Options for proper handling of gifts and donations

#### TE 10: Developing Essential Library Policies

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

## TE 11: Planning for the Library's Future

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

#### TE 12: Library Standards

- How your library might benefit from use of library standards
- Different ways to use library standards
- How standards relate to library planning

# TE 13: Library Advocacy

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

### TE 14: The Library Board and the Open Meetings Law

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

#### TE 15: The Library Board and the Public Records Law

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

### TE 16: Ethics and Conflict of Interest Laws Applying to Trustees

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

#### TE 17: Membership in the Public Library System

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

### TE 18: Library Board Appointments and Composition

• Why citizen boards control public libraries in Wisconsin

- The legally required procedures for appointment of library board members
- The legally required composition

#### TE 19: Library Director Certification

- Requirements for certifying your library director
- Continuing education to maintain certification

## TE 20: The Library Board and Building Accessibility

- The role of the board and the library director in ensuring that the library building is accessible
- How the library building can equitably accommodate all members of the community, including those with disabilities

## TE 21: The Library Board and Accessible Services

- How to make your library services accessible to all members of the community
- Your responsibility in regard to implementing ADA requirements for accessible services

## TE 22: Freedom of Expression and Inquiry

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

### TE 23: Dealing with Challenges to Library Materials or Policies

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

### TE 24: Library Friends and Library Foundations

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the
  Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library

### TE 25: Liability Issues

- Basic issues concerning trustee and municipal liability
- Actions you can take to limit liability

#### TE 26: The Public Library System Board—the Broad Viewpoint

- Background on the creation of public library systems
- System services and accountability
- Responsibilities of the library system board

#### TE 27: Trustee Orientation and Continuing Education

- The importance of new trustee orientation
- Why continuing education is essential for all trustees
- Opportunities for continuing education even for busy trustees