

Trustee Essentials--Chapters

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~~

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

~~TE 8: Developing the Library Budget~~

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~~

~~TE 12: Library Standards~~

~~TE 13: Library Advocacy~~

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

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

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

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~~

~~TE 20: The Library Board and Building Accessibility~~

~~TE 21: The Library Board and 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~~

~~TE 25: Liability Issues~~

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