

Library Trustee Checklists

Effective Library Trustees Will

1. Focus on the library mission & service to the public
2. Advocate for library funding and support
3. Regularly attend and fully participate in purposeful, legal Board Meetings - open meetings with an effective strategic agenda and advance packets
4. Have and review By-laws that address all aspects of the board's business (MS-1)
5. Have an active Plan of Service - a plan for present & future activities (MS-2)
6. Report to the Community, to the State, to the IRS (MS-3)
7. Develop and regularly review policies for the library (MS-4)
8. Evaluate library services, the library director and yourselves (MS-6)
9. Be sure the library is open the required minimum number of hours (MS-7)
10. Make sure the library has adequate facilities & equipment (MS-8,9)
11. Make sure the library has written information on how to use the library (MS-10)
12. Employ a qualified Director, and provide the director with salary & benefits, a job description, a regular performance review, empowerment and respect (MS-11)
13. Approve an annual budget and regularly review full financial information (MS-5)
14. Insure that internal and external audit functions are adequately performed
15. Manage for potential risks - have adequate insurance
16. Plan and prepare for the success of future boards

Effective Library Trustees Should Avoid

1. Voting on issues you don't fully understand. Ask questions! Be Involved!
2. Having any semblance of a conflict of interest, or allowing it in others
3. Exercising individual authority, or working against a collective decision
4. Expecting any special privileges or power
5. Forsaking governance and advocacy for management or operations
6. Conflicting Loyalties. The library should come before trustees or staff members