

TRUSTEE-TRAINING AND YOU

October, 1 2004

Trustee - Training

- AN ONLINE VERSION OF TRUSTEE-TRAINING TUTORIAL IS AVAILABLE AT:
- www.nsls.info/ce/trustees
- CHECK OUR SITE FOR THE LATEST VERSION OF THE TUTORIAL

- NSLS IS A CONSORTIUM OF OVER 650 ACADEMIC, PUBLIC, SCHOOL, AND SPECIAL LIBRARIES IN NORTH SUBURBAN COOK, KANE, LAKE, AND MCHENRY COUNTIES. IT IS ONE OF 12 ILLINOIS LIBRARY SYSTEMS FUNDED BY YEARLY GRANTS FROM THE ILLINOIS GENERAL ASSEMBLY AND THE OFFICE OF JESSE WHITE, THE SECRETARY OF STATE AND STATE LIBRARIAN.

Presentation Outline

- Introduction
- Overview of Trustee-E Training tutorial
- Closer Look
 - Governance
 - Successful Board Meetings
 - Developing Library Policies
- Questions
- Closing Remarks



North Suburban
Library System

www.nsls.info

Presented By

Jan Hayes

Assistant Director

North Suburban Library System

Mary Witt

Assistant Director

North Suburban Library System

A Quick User's Guide

For more advocacy tips see

Library Advocacy:
Influencing Decision
makers, by Illinois
Library Association

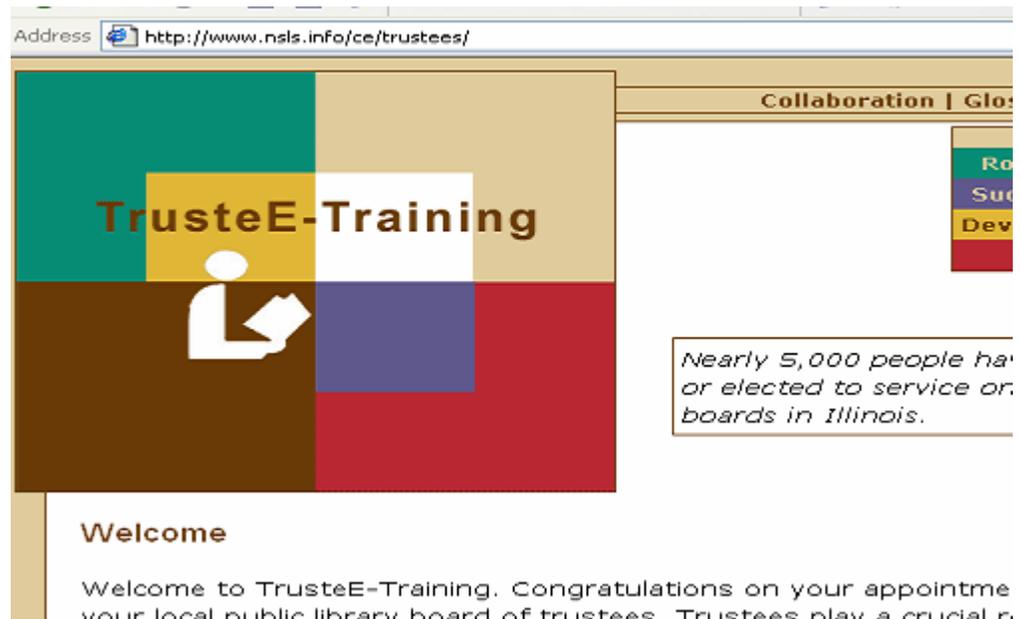
[www.nsls.info/
issues/legislative/
advocacy.pdf](http://www.nsls.info/issues/legislative/advocacy.pdf)



©North Suburban
Library System

www.nsls.info

- ☞ Your lesson begins at the TrusteE-Training home page, which can be found at www.nsls.info/ce/trustees/. This greets you with a welcome message and presents you with the options for exploring the course.



- ☞ From here, you can let the site do the thinking and follow along with the pre-established tutorial. To do that, just go to the bottom of the page and click "Next", which will take you to the next step in the lesson.

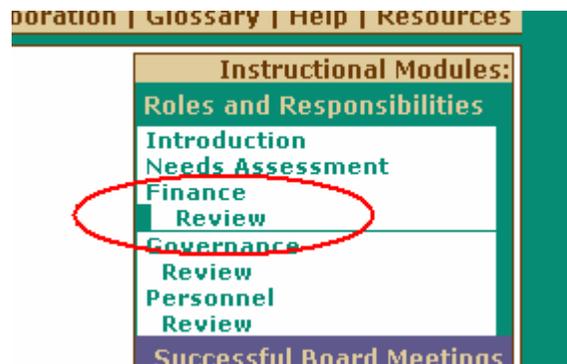
excited to further explore your role as an

[Next-> Tutorial Introduction](#)

- ☞ Alternately, you're free to navigate directly to the section you want to learn about. To do this, just select from one of the Instructional Modules on the right side of the screen.

A Quick User's Guide

- Whether you get there through the tutorial or by jumping right to it, each module has sub-sections that explore an aspect of that module. At the end of each sub-section is a review of what was learned.



- At the review step, you will be able to answer some questions to see how well you understand the material. Once you've submitted your answers, the site will generate a pop-up window that tells you how you did.



- Congratulations! If you've made it through the tutorial, you should be better prepared for the challenges and opportunities that await you as a library trustee. If you find you'd like some additional assistance, the site also provides that. At the top and bottom of every page, the TrusteeE-Tutorial provides links and information about online trustee communities, a glossary of useful terms, and external resources. These tools can help you get the most out of your service.



The Good Library Board

A good board is one that:

- Takes seriously its legal responsibility to provide the best possible library service to its community.
- Devises procedures for working together effectively and with the administrative director.
- Initiates studies and analyses of the community and its needs and the ways in which the library can respond to those needs. This may include new and constructive relationships with other community agencies, with other library boards, and with the library system.
- Is creative and innovative in serving community needs identified in its continuing analyses of the community, including special outreach efforts to serve groups like the disadvantaged or the handicapped who have not been traditionally well-served by most libraries.
- Faces financial problems squarely, with the goal of quality service as its top priority, using all auxiliary sources of funds available and working for increased tax support where necessary.
- Accepts responsibility for adequate compensation of its staff and for personnel procedures and staff benefits that will enhance working conditions.
- Participates effectively in system and state Library Association activities for its own education as well as for the contributions it may make to others.
- Adopts goals and objectives, reviewing and revising them periodically to assure the meeting of community needs, and evaluating the library activities adopted to carry out these objectives.
- Seeks to keep its library facilities abreast of the times, available to all, effective, and attractive to users.
- Remembers that its responsibility is not to save the community money, but rather to spend its resources wisely.



“The Good Library Board”

http://www2.nsls.info/ce/trustees/pdf/METS_TrusteeOrientation.pdf

Prior to each board meeting, every board member should be given the necessary information with which to conduct the business of the library. This information should be received sufficiently prior to the board meeting to be read and studied, and should contain, but not be limited to, the following:

- (1) Minutes of the previous meeting
- (2) Statistics of library activities (circulation, reference and genealogy, interlibrary loans, borrowers registered, meeting room use)
- (3) Written staff reports
- (4) Copies of pertinent correspondence of the past month
- (5) Financial report



Tips and Hints for Advocacy

If you're new to the political process, it might seem a bit daunting to even think of yourself as an advocate, much less become one. But libraries are in a critical situation just now. People expect libraries to offer all the services they remember as a child. But libraries have become centers of high tech access to the Internet. It's stretching the limits of what a library can do, given the state of the economy. Libraries need advocates more than ever before. Don't shirk; become an advocate for libraries. We need you, now!



Legislators Are Just Ordinary Folks

Sometimes the new advocate is overwhelmed by meeting a legislator for the first time. But don't be. Legislators are just like you and me and put their trousers on one leg at a time. A primary concern of any legislator is being re-

elected. This means that the legislator will probably be glad to meet you, in person, electronically, or via U.S. mail, especially if you are a constituent.

Think of it as Making Friends

Think of your advocacy as just making friends with someone new. How do you make friends?

- First make contact and introduce yourself. Ask questions of the new friend in a way that allows a conversation about his/her background and interests.
- Listen carefully and be interested in your friend's comments. Tell something about your own history and concerns.
- Stay in touch with some regularity.
- Consider making a modest contribution to your legislator's campaign. After all, friends exchange gifts and a contribution will put you on the legislator's mailing list.

How do I Contact My Legislator

Everyone has representation both at the state and national level. At the state level, you will have a Representative who is a member of the Illinois House of Representatives and a Senator who is a member of the Illinois Senate. At the national level, you will have a member of Congress who is a member of the U.S. House of Representatives and a Senator who is a member of the U.S. Senate. If you are not sure of the names of your representa-

tive use this handy web site: www.capwiz.com.

On www.capwiz.com you will also find addresses, telephone numbers, e-mail addresses, and other information. Note the correct way to address legislators, and always err on the formal side in communicating with them.

What Should I Say?

The first step is to make friends. This first step is vital and should be pursued before you have an issue to take up with your legislator. As a part of relating your own history and concerns, be sure you identify yourself as a library advocate.

From time to time, there will be library

issues that you will want to pursue with your legislator. Along with the issues, the North Suburban Library System, the Illinois Library Association, and the American Library Association will give you additional tips and hints regarding the issue. Establish that relationship first and worry about particular issues when they arise.

Keep Notes

As you hone your advocacy skills, you will learn things. For example, you might learn that your new friend, the member of the Illinois House of Representatives, has a daughter who is a school librarian. Make a note of that. It might be useful later. Some-

times even the slightest bit of information can be useful, such as friends of the legislator, childhood memories, or affiliations. Keep notes and don't forget to review them before you see your new legislative friend again.

