Trustee Responsibilities

The Building and Its Contents

- Library's biggest asset
  - Owned by the citizens
- Upkeep of building should **always** be top of mind
  - Regular appraisals
  - Capital Plan
  - Master Building Plan
- Always thinking about building and how it is or isn't working
- You should never have building "surprise" emergencies

Educate and Advocate

- Not a listed duty in statutes but vital!
- Keep learning
  - Your work for the next year did not end today!
- Network with each other
- Listen!: to staff, community leaders/partners, and most importantly, **the public**
- Advocate for the library in your community and at the state and national level
  - **But remember: always speak as one!**

Policy Leadership Opportunities

- Good policies set the tone for the entire library
  - Bad policies alienate
- Fair and Inclusive
  - Code of Conduct
  - Fine Free
- Staff benefits
- Say "yes" as much as possible
- Goal: policies should be as frictionless as possible

Set Policies, Not Procedures

- Management and board work together
  - Never set a policy without staff input
  - Never set a policy without your input
- Borrow policy language that works
- Review every policy on a schedule
- Your responsibility ends with setting expectations
- Procedures are how the staff will enforce policies
  - You are NOT involved
  - But enforcement is why staff need policy input

Staffing Needs

- Trickiest area - advisory role
- You approve positions themselves, okay the staff needs assessment of the Director
- But...the Director decides who fills those spots, either directly or by proxy
- Director evaluates current employees
- Trustees have a say addition and elimination of positions but Director is in charge of implementation