



BOARDMANSHIP

Tips on How to be an effective Board
Member / Trustee

Chad Seeberg



- Marysville Public Library
 - Trustee since 2012
 - 2013 Levy Committee Member
 - Past Operations Committee Member & Chair
 - 2018 Levy Committee Co-Chair
 - Past Vice-President
 - Current Board President



- Ohio Library Council
 - 2015 Attempt
 - 2016 Election
 - Elected Trustee 2017 thru 2019
 - Re-elected Trustee 2020-2022

Noted Involvements

MPL

- Director Search
- Director Separation
- Director Search
- 3x Strategic Plans
- 2x Levy Committees & Campaigns

OLC

- Legislative Days
- New Trustee Event
- Trustee Dinners
- Executive Director Search
- Legal / Government Affairs Search
- OLC Conference
- Governor's Swearing In Ceremony

BOARD RESPONSIBILITIES

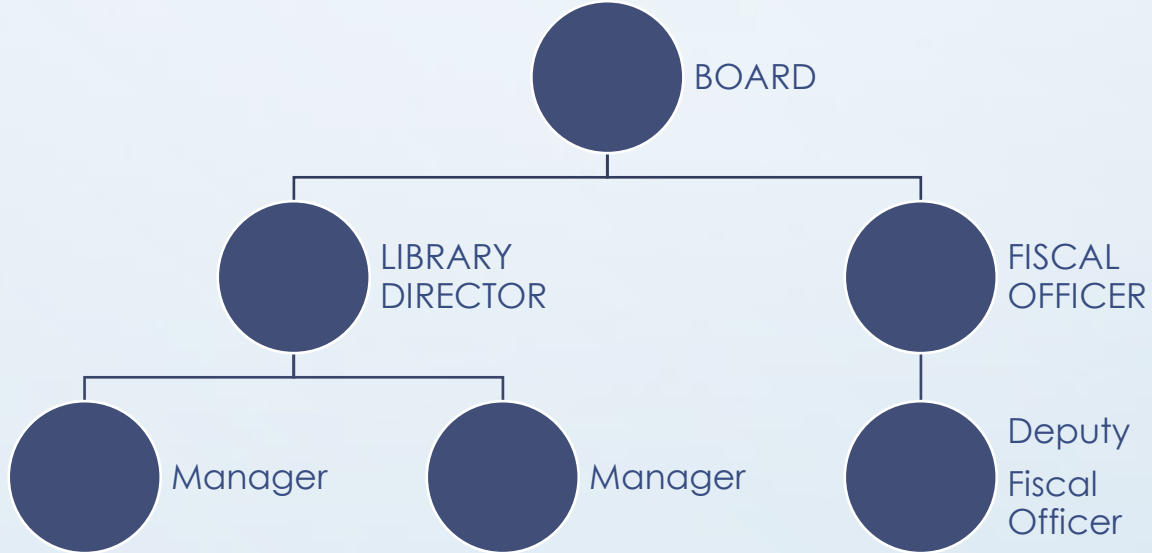


BOARD RESPONSIBILITIES

- ROLE OF THE BOARD
 - ESTABLISH POLICIES
 - PROVIDE DIRECTION
 - APPOINT A DIRECTOR
 - Director Evaluation
 - APPOINT A FISCAL OFFICER
 - Fiscal Officer Evaluation
 - PLAN & EVALUATE LIBRARY SERVICES
 - BE AN ADVOCATE
 - STAY INFORMED ON ISSUES IMPACTING PUBLIC LIBRARIES



WHO ANSWERS TO WHOM



- BOARD OF TRUSTEES
 - FINANCE OFFICER
 - DIRECTOR
 - MANAGERS
 - Staff
- PLEASE NOTE
 - THERE IS NO DIRECT LINE FROM THE MANAGERS / STAFF TO THE BOARD.
 - The board is not there to direct, supervise, control staff members
 - ***Special Note

DIRECTOR / FISCAL OFFICER EVALS

- DIRECTOR

- Meeting Strategic Goals?
- Meeting other Goals outlined by the board?
- Staff / Management???

 - 360 Evaluation Tools

- Community Impression / Feedback
 - Strategic Partners Input
 - Patron Feedback
 - ***Board should gather this info while interacting w/ Community

- FISCAL OFFICER

- Finances in order?
- Clear reports to Board
- COMMUNITY FEEDBACK
 - Treasurer / Auditor / Etc.
- BUDGET / APPROPRIATION ACCURACY
- Outside Tools
 - State Audit
 - Independent Audit

Role of the Board vs. Role of Director

The Board and Trustees

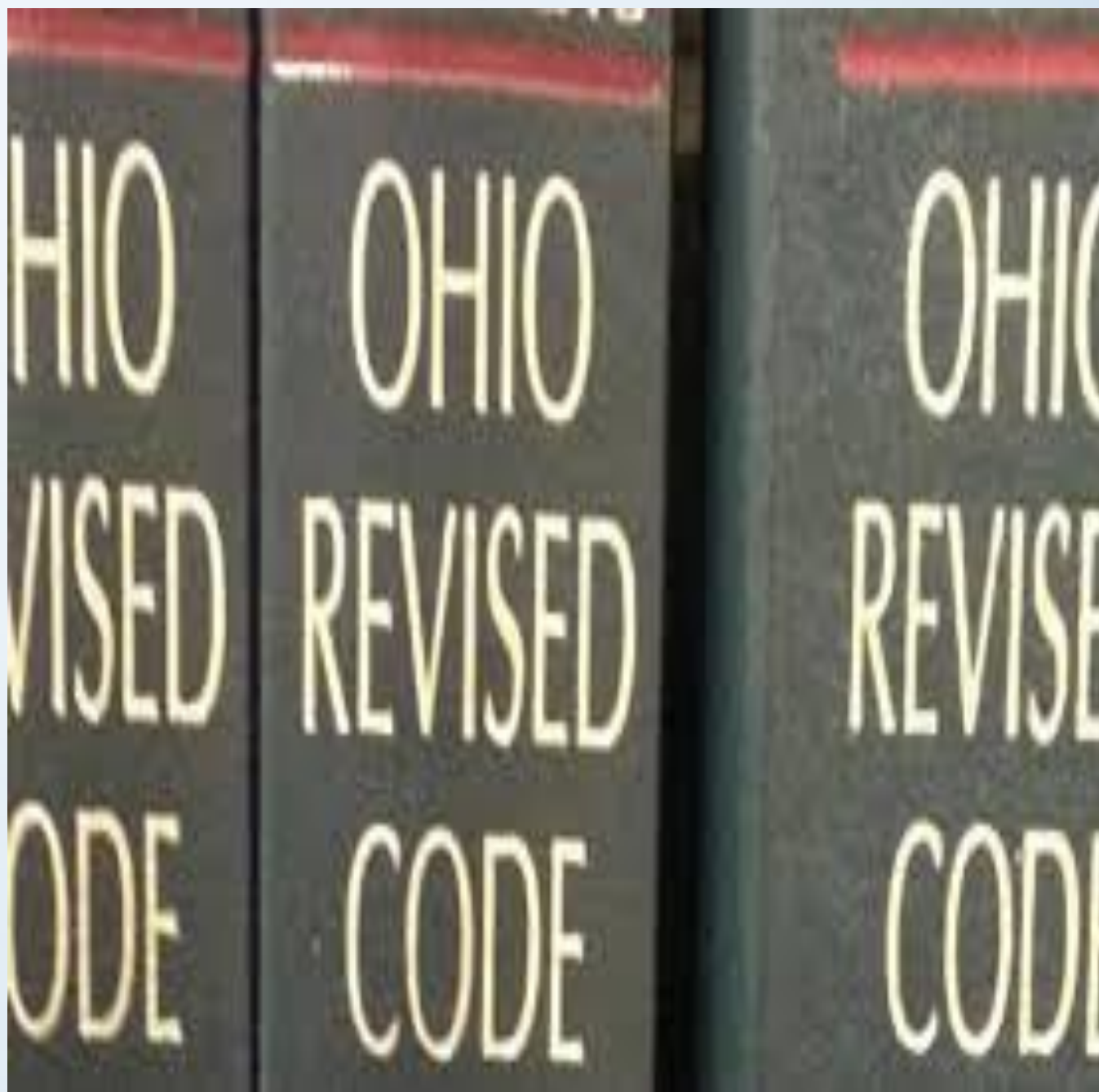
- Governance
- Approves Budget / Appropriations
- Determines The What
- Approves Policy / assists in Creation of policy as needed
- Sets Goals / Contributes to & Approves Strategic Plan
- Reviews Plans / Contracts
- Monitors Progress / Finances
- Evaluates of Director / Fiscal Officer
- Advocates / Guides / Coaches

The Director

- Administration of the staff
- Determines the “How”
- Carries out Policy
- Plans to achieve goals
- Implements Plans
- Monitors / Reports progress
- Evaluation of Staff
- Budget preparation / management
 - In conjunction with Fiscal Officer

THE OHIO REVISED CODE

<http://codes.ohio.gov/orc/3375>



OHIO REVISED CODE 3375

Lawriter - ORC - 3375.40 Board o x +

Not secure | codes.ohio.gov/orc/3375.40

Apps Getting Started Latest Headlines Imported From Fire... Intranet Marysville, OH - Off... Home - Marysville... marysville.maps.arc... GPS Longitude & L... Other bookmarks

Ohio Administrative Code

Route: [Ohio Revised Code](#) » [Title \[33\] XXXIII EDUCATION - LIBRARIES](#) » [Chapter 3375: LIBRARIES](#)

3375.40 Board of library trustees - powers and duties.

Go To:

[Prev](#) | [Next](#)

Each board of library trustees appointed pursuant to section [3375.06](#), [3375.10](#), [3375.12](#), [3375.15](#), [3375.22](#), or [3375.30](#) of the Revised Code may do the following:

- (A) Hold title to and have the custody of all real and personal property of the free public library under its jurisdiction;
- (B) Expend for library purposes, and in the exercise of the power enumerated in this section, all moneys, whether derived from the county public library fund or otherwise, credited to the free public library under its jurisdiction, and generally do all things it considers necessary for the establishment, maintenance, and improvement of the free public library under its jurisdiction;
- (C) Purchase, lease, construct, remodel, renovate, or otherwise improve, equip, and furnish buildings or parts of buildings and other real property, and purchase, lease, or otherwise acquire motor vehicles and other personal property, necessary for the proper maintenance and operation of the free public library under its jurisdiction, and pay their costs in installments or otherwise. Financing of these costs may be provided through the issuance of notes, through an installment sale, or through a lease-purchase agreement. Any such notes shall be issued pursuant to section [3375.404](#) of the Revised Code.
- (D) Purchase, lease, lease with an option to purchase, or erect buildings or parts of buildings to be used as main libraries, branch libraries, or library stations pursuant to section [3375.41](#) of the Revised Code;
- (E) Establish and maintain a main library, branches, library stations, and traveling library service within the territorial boundaries of the political subdivision or district over which it has jurisdiction of free public library service;
- (F) Except as otherwise provided in this division and only before January 1, 2015, establish and maintain branches, library stations, and traveling library service in any school district, outside the territorial boundaries of the political subdivision or district over which it has jurisdiction of free public library service, upon application to and approval of the state library board pursuant to section [3375.05](#) of the Revised Code. The board of library trustees of any free public library maintaining branches, stations, or traveling library service, outside the territorial boundaries of the political subdivision or district over which it has jurisdiction of free public library service, on September 4, 1947, may continue to maintain and operate those branches, those stations, and that traveling library service without the approval of the state library board until January 1, 2015.
- (G) Appoint and fix the compensation of all of the employees of the free public library under its jurisdiction, pay the reasonable cost of tuition for any of its employees who enroll in a course of study the board considers essential to the duties of the employee or to the improvement of the employee's performance, and reimburse

POWERS & DUTIES PER ORC



- Hold title & custody of property
- Expend for library purposes...**generally do all things it considers necessary for the establishment, maintenance, and improvement of the free public library under its jurisdiction**
- Purchase, lease, construct, remodel, renovate, or otherwise improve, equip, and furnish buildings
- acquire motor vehicles and other personal property, necessary for the proper maintenance and operation of the free public library under its jurisdiction
- (E) Establish and maintain a main library, branches, library stations, and traveling library service within the territorial boundaries of the political subdivision or district over which it has jurisdiction of free public library service;

POWERS & DUTIES (ORC)

- Appoint and fix the compensation of all of the employees of the free public library under its jurisdiction
- pay the reasonable cost of tuition for any of its employees who enroll in a course of study the board considers essential
- Make and publish rules for the proper operation and management of the free public library and facilities under its jurisdiction
- Assess fees for service provision (except printed materials) assessment of fines for materials not returned in accordance with the board's rules
- Establish a museum
- ***By the adoption of a resolution, accept any bequest, gift, or endowment upon the conditions connected with the bequest, gift, or endowment***



POWERS & DUTIES

- At the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose
- Procure and pay all or part of the cost of group term life, hospitalization, surgical, major medical, disability benefit, dental care, eye care, hearing aids, or prescription drug insurance or coverage,
- **Pay reasonable dues and expenses for the free public library and library trustees in library associations**





INDIVIDUAL BOARD & TRUSTEE MEMBER

***“It is amazing what you can accomplish
if you do not care who gets the credit.”***

Harry S Truman

INDIVIDUAL BOARD / TRUSTEE MEMBER

BOARD MEMBER EXPECTATIONS

- SHOW UP / BE ON TIME
- BE PRESENT
- BE PREPARED
 - Review Agenda / Past Minutes
 - Enclosures / Special Reports
 - Have Questions / Comments
- KEEP IT CONFIDENTIAL
 - Act as a group
 - Speak with single voice

BOARD MEMBER RESPONSIBILITIES

- KNOW BOARD & LIBRARY POLICIES
- BE FAMILIAR WITH EMPLOYEE HANDBOOK
- KNOW CORE VALUES
- KNOW LIBRARIES FINANCIAL CONDITION
- SUPPORT LIBRARIES GOALS
- PARTICIPATE IN PROGRAMS
- BE AN AMBASSADOR

HOW TO BE A GREAT TRUSTEE

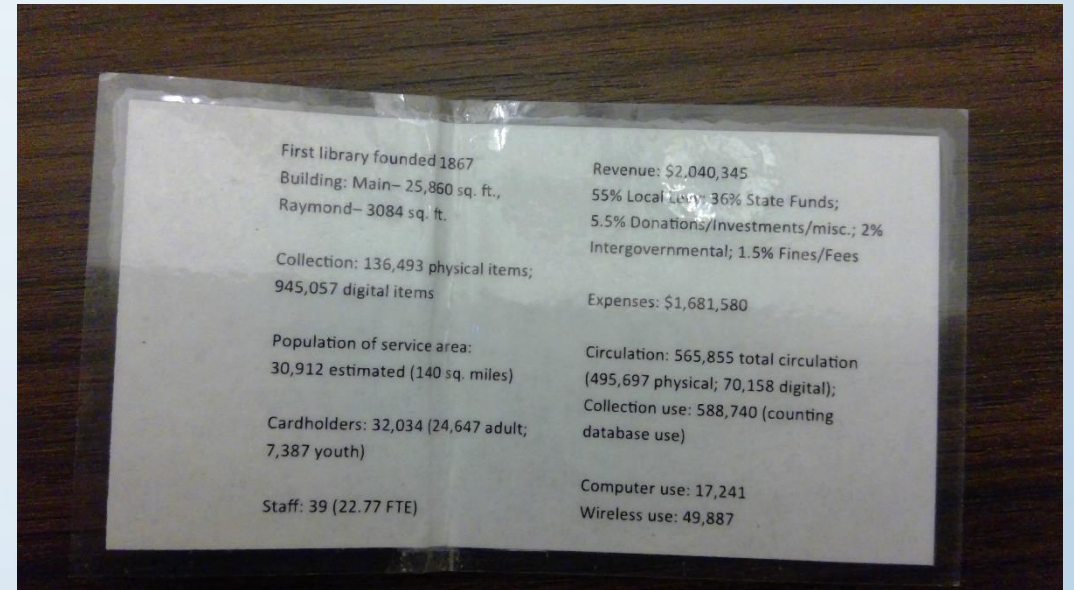
- Understand the Board's Role
- Understand the Trustees' Role (your role as a Trustee)
 - Know your committee assignment / participate
- Understand why you were selected to be a Trustee
 - Special Knowledge / Skill
 - What you bring to your committee
 - Provide a diverse perspective, represent a group / cohort
 - Influential in community / Access to supportive groups or resources

ALL POLITICS ARE LOCAL

- School Boards / City Councils / Budget Commissions / Co Commissioners / State Rep & Senate / Federal

POCKET CARD

- Laminated Card
- -Key info
- -History
- -Budget / Revenue Amounts & Sources
- -Service Area / Cardholders
- -Basic Stats



UNWRITTEN RULES FOR SUCCESS

- DON'T MICROMANAGE
- BE COLLABORATIVE
- BE POSITIVE
- OWN PROBLEMS
- COMMUNICATE / LISTEN FIRST / SEEK TO UNDERSTAND, THEN BE UNDERSTOOD
- DON'T MONOPOLIZE / DOMINATE THE GROUP
- BE EFFICIENT
- BE PATIENT

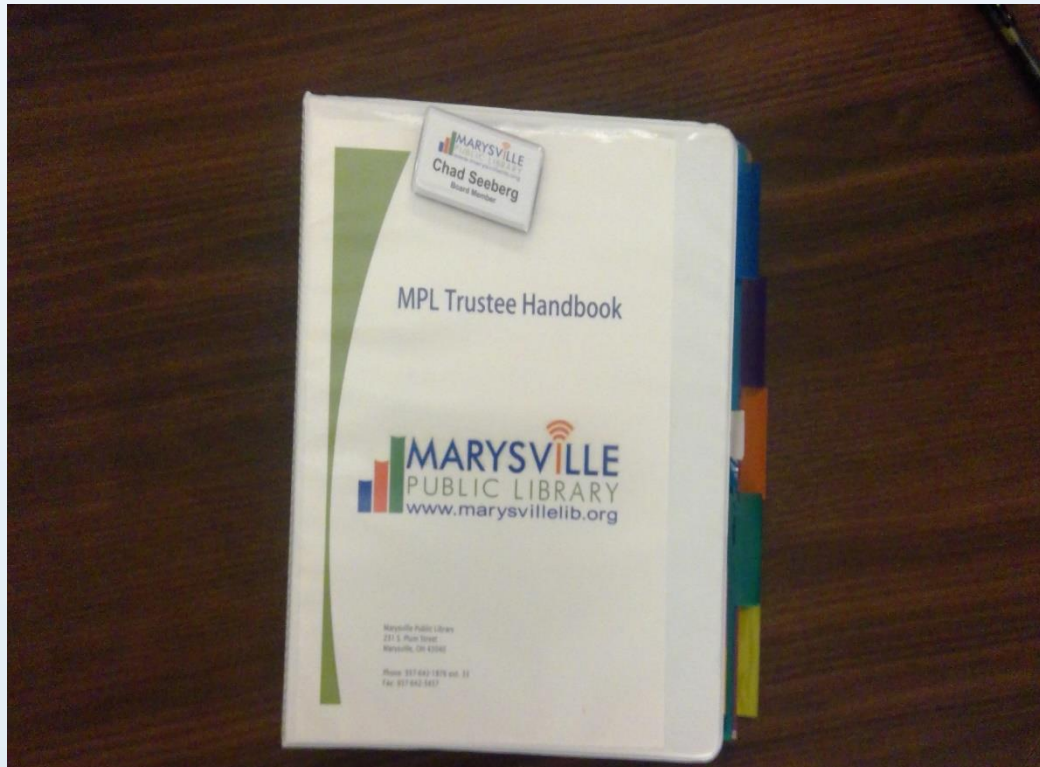
AVOID BEING THIS MEMBER



TIPS FOR SUCCESS

- BE READY TO GIVE (Time / Energy / Time / Reputation / Time / \$)
- DRESS THE PART
- USE COLLABORATIVE RESOURCES (Shared Docs / Drive)
- CREATE A BINDER FOR YOURSELF
 - Policies / Calendar / Contacts / OLC Trustee Booklet
- SCHEDULE TIME FOR GETTING UP TO SPEED
 - Set Weekly Time for working on your board responsibilities
 - Carve out a set block of time to educate yourself on board issues
 - Finances: terms, balance sheets
 - Levy Information, terms, expiration, funding amounts, history
 - Strategic plan progress, milestones & accomplishments
 - Prior Minutes

TRUSTEE BINDER



- ONE LOCATION
- Contains All Items Related to MPL
- Organized by Tabs
 - Board Contacts
 - Board Calendar
 - Management Team
 - BY LAWS
 - Strategic Plan
 - Policy Manual / Employee Handbook
 - OLC TRUSTEE HANDBOOK


TRUSTEE BINDER (cont)

- TABBED
- TABBED POCKETS
 - We all have stuff to keep track of

- SEPARATE BINDER TO TRACK PAST AGENDAS / MINUTES



TRUSTEE BINDER (cont)

 **Board Calendar 2020**

January	February	March	April
Mon Jan 20- Committees Wed Jan 22- Meeting <i>Swear in new Board member</i> <i>Swear in Fiscal Officer</i> <i>Elect Board Officers</i> <i>Appoint Committees</i> <i>Update Board Roster</i> <i>Confirm meeting dates/times</i>	Mon Feb 17- Committees Wed Feb 19- Meeting <i>Annual Statistical Report due in to State Library of Ohio</i> <i>Annual Financial Report due to Auditor of State</i> <i>February 26-29 FLA Conference in Nashville</i>	Mon Mar 16- Committees Wed Mar 18- Meeting <i>Annual Appropriations Resolution</i> <i>March 7- OLC Trustee workshop- Quest Conference Center</i>	Mon Apr 20- Committees Wed Apr 22- Meeting <i>Complete Annual Report</i> <i>April 9- OLC Trustee Dinner</i> <i>April 19-25- National Library Week</i> <i>April 19-25- National Volunteer Week</i> <i>April 21- OLC Legislative Day</i>
May	June	July	August
Mon May 18- Committees Wed May 20- Meeting	Mon June 15- Committees Wed June 17- Meeting <i>June 25-30- ALA Conference in Chicago</i>	Mon July 20- No Meeting Wed July 22- No Meeting <i>State Tax Commissioner issues revised estimate of current year's PLF collection and county settlement.</i> <i>Submit copies of the Budget request to the county auditor.</i>	Mon Aug 17- Committees Wed Aug 19- Meeting <i>Raymond Branch Meeting</i> <i>County Budget Commission determines amount of PLF to be certified for next year to each library.</i>
September	October	November	December
Mon Sept 21- Committees Wed Sept 23- Meeting <i>Tax Resolution</i> <i>Friends Annual Luncheon</i> <i>Start Trustee Search</i> <i>Interview Trustee candidates</i> <i>September 25-27- OLC Convention and Expo in Cincinnati</i>	Mon Oct 19- Committees Wed Oct 21- Meeting <i>Vote on Trustee recommendation</i> <i>Oct. 12- Staff Day- Library Closed</i>	Mon Nov 16- Committees Wed Nov 18- Meeting <i>Records Commission</i> <i>Submit Trustee name to Marysville School District</i> <i>Consider amount for raises</i>	Mon Dec 14- Committees Wed Dec 16- Meeting <i>Approve Temp Appropriation</i> <i>Director's review</i> <i>Fiscal Officer's review</i>

MPL Management Team

Director
 Nieca L. Nowells
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Fiscal Officer
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Community Engagement Manager
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Human Resources Manager
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Adult and Information Services Manager
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Patrol Services Manager
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Youth Services Manager
 Ciaraena Congle
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Facilities Manager
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Effective 2.1.19


MARYSVILLE PUBLIC LIBRARY
 www.marysvilleilb.org

MANAGERS


 RENEE MARTIN


 KATE MCCARTNEY


 RON MCGLONE


 NIECA NOWELLS

LIBRARY BOARD ISSUES



Other Issues

- GROUP EMAILS
 - Use to coordinate efforts, not to conduct business
 - Sunshine Laws
- RETREATS
 - Great opportunities to focus on single issue or time consuming issue
 - Strategic Planning
 - Are Public Meetings, Keep them in the Sunshine!
- Identifying Issues
- LEVIES
- USE OF OUTSIDE RESOURCES (Know your limitations: Knowledge / Budget)
- USE OF SOCIAL MEDIA

Other Issues

- LEGAL ISSUES
 - County Prosecutor / Outside Counsel / OLC
- Ethics
- FUNDRAISING / FRIENDS GROUPS
- DEALING WITH THE PRESS
 - Provide normal meeting dates in advance
 - Have a PIO / Director or Board President / Use Talking Points / Stick to Facts

“Step with care and great tact. And remember
that life’s a great balancing act.”

Dr. Seuss.



THE END