

## Top Dozen List of Things Every Library Trustee Should Do

- 12. **Attend and participate in library board meetings.**
- 11. **Work on board committees.** Most thoughtful board work is best done in small committees charged with the responsibilities to: hire a director; set annual and long-range plans; set the budget; make funding requests and report to the funding bodies; develop and approve policies (Policy Handbook); and evaluate the director.
- 10. **Give a talk about your library.** Service clubs and organizations, the Chamber, and other community groups are always looking for programs, and the world won't know what the library has to offer unless you tell them. Know the library's stats.
- 9. **Visit another library** and steal a good idea.
- 8. **Don't ever stop learning.** It's hard enough to keep up even when you work at it. Be curious - a reader/viewer. Seek out learning opportunities that will help make you a better trustee.
- 7. **Be Active!** Being a trustee means more than just going to board meetings. **Attend the city council/county commission meetings regularly.** Write a letter to the governor about state aid. Take the editor/reporter of your local paper to lunch. Plan an event for local newspaper staff.
- 6. **Spend money wisely.** Don't hoard it. Your funding bodies didn't give you tax money so that you could put it in the bank. They are buying service from you.
- 5. **Never forget that it's the public's library,** not the board's or the staff's. On the other hand, remember that the board governs the library, not the town board and not the Friends of the Library.
- 4. **Pay your staff a decent wage and support them.** The library's best asset is its staff - they work hard, sometimes in less than ideal condition. Generally, library pay rates are below standards, even for the local economy. Plan a regular recognition event - say thanks.
- 3. **Have a plan for your library.** If you don't know where you're going, it doesn't matter which road you take. But it can be a long trip with an unsatisfactory ending.
- 2. **Embrace change.** Welcome it. Create it. Accept it. Make it work for the library. Don't let technology overwhelm you.
- 1. **Have fun being a servant leader !** As trustee of the library, you should love what you are doing, and it should be obvious to others as you serve the community and the library's staff.

None of us is as good as all of us.  
- Ray Kroc, McDonald's

A group of people working together can come up with smarter decisions than one individual, no matter who he is.

- Ed Houcek

Politics is the art of looking for trouble, finding it everywhere, diagnosing it incorrectly, and applying the wrong remedies.

- Groucho Marx