

# Core Competencies for Trustees

Each local board should establish a continuing education plan for its board as a whole and library trustees individually.

## A. Philosophies and Ethics

1. Understand the mission and role of public libraries.
2. Demonstrate knowledge of the legal and regulatory environment of the public library (such as the Confidentiality of Customer Records).
3. Demonstrate knowledge and commitment to the ethics and values of professional librarianship, such as those advocated by the American Library Association, American Library Trustees Association, the state's library trustees association, the state's library association, and other professional associations as appropriate.
4. Subscribe to the *Ethics Statement for Public Library Trustees*.
5. Understand the functions of librarianship: public services, technical services, administrative services, and technology.
6. Demonstrate the ability and commitment to stay updated with current developments in the state's Public Library Standards.
7. Demonstrate support for freedom of access, both physical and intellectual.
8. Subscribe to the *Library Bill of Rights*, the *Freedom to Read*, and the *Freedom to View* statements.
9. Demonstrate the ability and willingness to cooperate with other institutions to enhance the sharing of both traditional library materials and electronic resources.

## B. Board Attributes

1. Demonstrate good interpersonal skills and ability to communicate effectively and diplomatically, both orally and in writing.
2. Demonstrate a public service orientation.
3. Demonstrate the ability to work collaboratively.
4. Through policymaking, demonstrate adaptability to a diverse population and a changing environment.
5. Demonstrate creative problem-solving.

## C. Management

1. Understand the governance of the public library and the environment (political, organizational, and legal) in which it operates.
2. Demonstrate a knowledge of budgeting process within the community and how to use statistics effectively.
3. Demonstrate the ability to plan effectively and to develop strategies to implement the public library's mission and goals.
4. Demonstrate the ability to evaluate policies and procedures of the public library (using such tools as annual reports and published standards) and to set appropriate direction.
5. Demonstrate the ability to plan for automation and new technologies.
6. Demonstrate the ability to raise funds externally when necessary.
7. Understand and implement the principles of personnel management.
8. Be able to recruit and evaluate the library director.
9. Understand relevant state and federal laws pertaining to employment and personnel practices.
10. Demonstrate a knowledge of physical plant maintenance and the ability to plan for capital improvement.
11. Demonstrate the ability to develop and implement public relations policies.
12. Provide support for training and continuing staff development.
13. Advocate for the public library in the community.