

## **KDLA TRUSTEE TIP JANUARY 2017**

### **Trustee Resolutions for the New Year**

When you're making your list of resolutions for 2017, don't forget your duties as a library trustee! The beginning of a new year is the perfect time to take stock of your obligations as a library trustee and to make the changes your board may need to serve your library better in 2017.

#### **Set a Regular Meeting Date and Time That Works Well**

Kentucky Revised Statutes require library boards to have a regular monthly meeting, but as the board's membership changes throughout the years, what worked for a former board may be inconvenient for the current board. When the regular board meeting date is difficult for trustees, everything from obeying open meetings laws to approving much-needed budget amendments can be difficult. If your library board is suffering from high absenteeism, a surplus of special called meetings, or meetings canceled due to lack of a quorum, then the new year is the time to change local by-laws or policy to reflect a new meeting date and/or time that works better for the board. Don't forget to notify any local news agencies who've asked for notification of library meetings.

#### **Be Well-Informed on Board Meeting Day**

Reading over the board packet before the library meeting is imperative to making informed decisions when the time comes. Take time to read over the board materials carefully before the meeting, and make notes of any items you may have questions about. And if you need a single PDF rather than multiple documents in different formats or a printed packet rather than an emailed packet or vice-versa, let the director know – he or she wants to make your job as a trustee as easy as possible.

#### **Get the Tools You Need to Advocate for Your Library**

One of your most important duties as a trustee is advocating for your library. Whether it's attending a local Meet and Greet with local politicians, heading to Frankfort for Library Legislative Day, or just talking up your library's successes and needs to taxpayers, it helps to have your library's usage statistics, funding information and other pertinent facts about your library at your disposal. Ask your director to provide trustees with a cheat sheet of the numbers and information you need to answer questions about your library on the go.

#### **Know About Kentucky Public Library Standards**

When you're talking to leaders and taxpayers, one way to put your library's current numbers and futures needs into perspective is by drawing on the [Kentucky Public Library Standards](#). The Standards help you see what your library is doing well and what you can do to improve services to your patrons. It's the tool you need for helping taxpayers and leaders understand what your library patrons need and why.

#### **Stay Informed of Issues That Impact Libraries**

No one wants more information to process throughout the day, but as a library trustee, you're charged with a duty to stay informed about the issues that affect your library. The [Trustees section of KDLA's website](#) is a great resource for information you can use to stay informed in 2017.