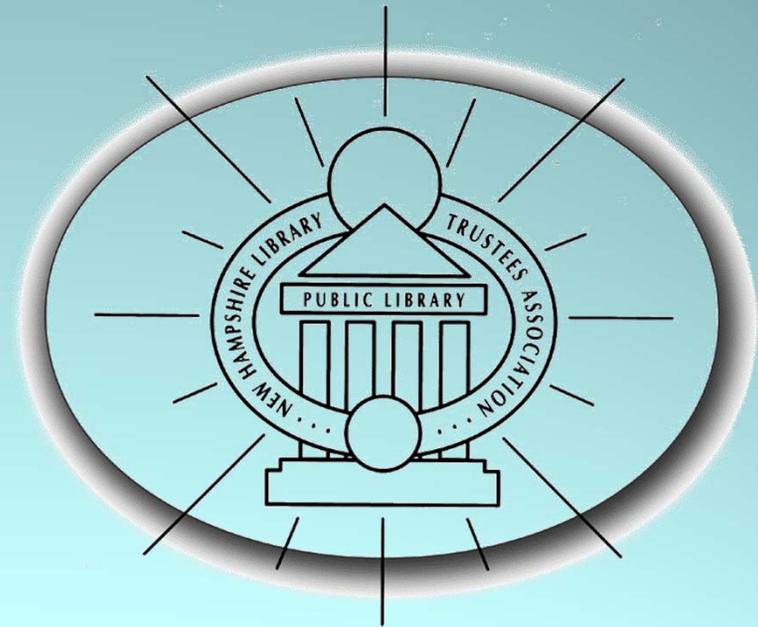


NHLTA

2017
Library Trustee
Orientation

Presented by
NH Library
Trustees
Association



Workshop Presenters

Liz Tentarelli

Former Trustee, Newbury Public Library

NHLTA Board Member

NH League of Women Voters, President

Susan Gaudiello

Former Trustee, Barrington Public Library

NHLTA Board President

Former Selectman, Town of Barrington

Welcome!

- Information packet
- 10 am – 1 pm
- Refreshments
- Restrooms
- Q&A

New Trustee Orientation - Agenda

- NH Laws Relative to Public Libraries
- Library Trustees – A Job Description
- Trustees Establish Policy
- Money – The Budget Process, Managing Funds
- Trustees as Employers
- Trustee Meetings and the Right to Know Law
- Library Advocacy
- Wrap Up and Q & A

About NHLTA



New Hampshire Library Trustees Association

To serve, improve and promote New Hampshire public libraries.

25 Triangle Park Dr., Concord, NH 03301

Our Mission Statement

The New Hampshire Library Trustees Association assists Trustees to be knowledgeable and effective in order to serve, improve and promote New Hampshire public libraries.

<http://www.NHLTA.org>

NHLTA History and Purpose

- Founded in 1957 for the purpose of developing a more effective body of public library trustees.
- Aids Trustees in understanding their responsibilities and duties; keeps them informed about library developments in general; encourages them to work together for better service.
- An independent non-profit organization; no affiliation with the State Library.
- Does NOT receive any state or federal funding.

What Is a Library Today?

A resource for:

- Lifelong Education
- Information
- Research
- Group and Community Gatherings
- Free Services for All Ages

NH Laws Relating to Public Libraries

- RSA = NH Revised Statutes Annotated
- RSA 202-A = Public Libraries
- RSA 201-D:11 = Library User Confidentiality
- RSA 91-A = Right to Know Law governing public meetings
- RSA 32 = Municipal Budget Law
- Case Law (Taylor decision: Library staff are not town employees)
- The local library's bylaws and policies

The NH General Court Likes Libraries

RSA 202-A:1. Declaration of Policy

NH Legislature “declares that the public library is a valuable supplement to the formal system of free public education” and “deserves adequate financial support from government at all levels.”

The Public Library is for EVERYBODY

RSA 202-A:4. Maintenance

If a town has a public library, it MUST appropriate funds “sufficient to provide and maintain adequate public library service...or to supplement funds otherwise provided.”

RSA 202-A:5. Status

Every public library shall remain forever free to the use of every resident of the town wherein it is located.

The Trustees – Election

RSA 202-A:6

- Board of Trustees is elected at Town Meeting (RSA 202-A:6)
- Board must be an odd number (3, 5, 7 most commonly)
- Serve staggered 3-year terms.
- Up to 3 alternates appointed by the Selectmen (RSA 202-A:10)

Patron Confidentiality

RSA 201-D:11

- Library patron records are confidential and shall not be disclosed.
- Includes electronic records, circulation data (materials, services used)
- *EXCEPTIONS*
 - By request or consent of the patron
 - Pursuant to subpoena, court order
 - Otherwise required by statute

Library Trustees – A Job Description

Power But Not Pay

- Trustee is a volunteer post—no compensation
- Can be reimbursed for expenses (e.g., travel to a conference)

RSA 202-A:14 Compensation of Trustees

Library Trustees in NH are Powerful Elected Officials



RSA 202-A:6

“The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto ...”

What Are the Responsibilities of a Trustee?

- Trustee Responsibilities are defined by laws of N.H. RSA 202-A is the one that addresses libraries.
- Essentially, Trustees have three principal responsibilities
 - To write the policies that govern the library
 - To ensure that the library is sufficiently funded
 - To appoint/hire and oversee a library director

Trustees Establish Policy for the Library

Trustees Establish Policies

- Policies are required by law.
- If you don't adopt them, they "just happen."
- Policies provide guidance to board, staff, and patrons.
- Policies assure consistency, comfort and trust.

To learn more about establishing policies, attend Workshop # 13 at Spring Conference on May 23.

Four Tests of a Legal and Enforceable Policy

1. It must comply with current statutes and court cases.
2. It must be reasonable (and all penalties must be reasonable).
3. It must be clear (not ambiguous or vague).
4. It must be applied without discrimination.

Review them and update on a regular basis and provide time for board review and updates.

Sample Library Policies

- Circulation and Materials
 - Challenged materials
 - Overdue Items and Fines
- Financial Policies
 - Investment Policy
 - Purchasing Policy
- Security and Weapons
- Personnel Policies (often mirror town policy)

Tip: Check out other libraries's webpages to see what they have adopted for policies.

Budgeting

Trustees Adopt & Manage Budgets

202-A:11 Powers and Duties

- Prepare an annual budget
- Shows what support is needed from public funds
- To be submitted to Selectmen, Town Council, City Council, etc.
- A separate budget request required for new construction, capital improvements

Gross Budgeting Required

- Gross Budgeting Is Required by RSA 32:5 III
- Definition: “All appropriations recommended shall be stipulated on a "gross" basis, showing anticipated revenues from all sources, including grants, gifts, bequests, and bond issues, which shall be shown as offsetting revenues to appropriations affected.”
- Revenues to be shown: anticipated income from fines, fees, donations, etc.

Trustees Spend Money

- III. Expend all moneys raised and appropriated by the town...
- IV. Expend income from all trust funds... in accordance with the conditions of each donation or bequest accepted by the town
- 202-A:4-c Trustees' Authority to Accept and Expend Gifts... any town at an annual meeting may adopt an article authorizing... the public library trustees to apply for, accept and expend...*unanticipated money*... which becomes available *during the fiscal year*.

Sources of Library Money

- PUBLIC MONEY - from the taxpayers
- PRIVATE MONEY - from private donations, fine money, money from income-generating equipment*, gifts*, grants*, trusts [*requires town meeting vote once] – require board action to accept these funds. Ref: RSA 202-A:4-c, -d

Attend NH Attorney General Office of Charitable Trusts meetings in the Spring or at NHLTA conference to learn how to handle various types of money.

(Workshop #12 with Terry Knowles at the 2017 Spring Conference.)

Managing to a Budget

- Choose a strong Treasurer
- Monthly Treasurer's Report to the Trustees
- Cannot overspend the bottom line
- Several ways to manage the money:
 - Allow the town to serve as your bookkeeper.
 - Use town for payroll services, but manage the rest of the money yourself.
 - Handle ALL the money, with the town transferring appropriation to the trustees quarterly.

Segregation of Funds

- RSA 202-A:11, III: Money from fines and lost/damaged materials “shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment...”
- Need to *account* for fines, fees, etc., separately from public funds so that they do not lapse to the General Fund at year end as public funds do.
- Do not have to hold funds in separate checking accounts, so long as accounting is clear.

If You Manage the Checkbook Yourself

- Should have a memo of understanding between the Town and Library for timing of distribution of funds by the Town Treasurer. (RSA 202-A:11, III)
- Trustees should sign monthly check register.
- Bank account may require two Trustee signatures on all checks or just amount.



Preparing a Budget

Process and timetable will vary depending on whether you have a traditional town meeting, are an “SB2 town,” or a city. All have these elements:

- Preliminary budget
 - Director prepares
 - BOT reviews and approves
- Meet with Selectmen/Budget Committee/City or Town Council
- Final Proposed Budget
- Final Budget – approved at Town Meeting or City Council

Advocating for Your Budget

- Present the budget in the context of the library's mission, goals, objectives.
- Share statistics on circulation, programs, collection—opportunity to educate the public!
- Know what share of the town budget the library represents.
- Know what the library costs taxpayers annually.
 - Pennies on the tax rate
 - Dollars per capita or per average household

The Library is one of the best deals in Town!

**Trustees
Are
Employers**

Trustees Are Employers

- Hiring, evaluating, dismissing Librarian and staff - see RSA 202-A:17);
- Supervising and reviewing the Librarian, *but not the staff or volunteers*
- Setting annual goals
- Setting compensation

Attend NHLTA and Dept. of Labor training sessions.

Trustees Are Employers (Cont.)

- 202-A:11 (Powers & Duties of Library Trustees)
Appoint a Librarian who shall not be a trustee and, in consultation with the Librarian, all other employees of the library and determine their compensation and other terms of employment ...
- Library employees are **NOT** town employees, they are employees of the Library Board of Trustees (NH Supreme Court, Taylor decision)

Hiring a Librarian

RSA 202-A:15 Public Librarian; Qualification and Tenure

“The librarian **shall be appointed** by the board of library trustees for a term of office agreed to at the time of employment and until a successor is appointed and qualified.”

- Protects the librarian from arbitrary termination.
- Protects the library from an extended term of unsatisfactory performance.
- Renewal is a mutual decision of the Board and the Librarian.

Hiring/Removal of Staff

RSA 202-A:17 Employees; Removal

“No employee of a public library shall be discharged or removed from office except by the board of trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee’s duties.”

- Notice and the opportunity for a public hearing must be provided. (Public hearing is the choice of the employee.)
- The library staff are NOT “at will” employees.

Trustees, Librarian and Staff

- The Trustees are the governing body of the Library. They are responsible for policies, for budgeting and for hiring a competent staff.
- The Librarian is responsible for day-to-day operations, supervising staff and volunteers, and maintaining a collection of media consistent with the educational and entertainment needs of the community.
- The staff are responsible to the Librarian.

The Friends of the Library

- Provide funds and support for the Library
- Meet regularly, usually at the Library
- Undertake fundraising activities
- Provide hospitality for Library events
- Strongly advocate for the Library
- Are often incorporated as 503(c)(3) organizations

The Friends are GENEROUS supporters and important allies!!!

Volunteers

- Volunteers can be used in a variety of ways to supplement *but not replace* the staff.
- Appropriate tasks include shelving, stamping, installing dust covers, etc.
- Volunteers report to the Librarian.
- A background check should be required for all employees and volunteers who have contact with children.

Board of Trustees Meetings

- Meetings generally occur monthly and last from an hour and a half to two hours.
- Send out an agenda at least several days ahead.
- Stick to the agenda.
- Address new and ongoing business of the library.
- Review library policies, update, and approve them on a regularly scheduled basis.
- Review finance, fundraising, and director's reports.
- Chair is in charge! Robert's Rules or Alice Sturgis Standard Code of Parliamentary Procedure provide guidance for an orderly meeting.

Board Meeting Evaluation

- Evaluate the effectiveness of the board meetings periodically and make necessary adjustments.
- A timed agenda can improve meeting effectiveness.
- Make sure all participants stay involved.
- Keep track of on-going actions, pending matters.

RSA 91-A. The Right To Know Law

- Meetings must be open to the public.
- Meetings must be posted in 2 places at least 24 hours prior to the meeting.
- Minutes must be kept, and draft minutes must be *available* to the public not more than 5 business days after the meeting.
- Serial communications may not be used to contravene the spirit of the law. *NO deliberations or decisions via email, other than setting meeting dates.*

12 Golden Rules for Board Members

1. Before you accept a position on the Board, commit yourself to attending every meeting.
2. Contribute towards Board business by sharing your knowledge, experience and time.
3. Get involved with your organization! If it offers services to the public attend its programs whenever possible.
4. Take responsibility for doing things that you say you'll do.
5. Be a promoter. Tell others about the value of your organization's products and services.
6. Communicate regularly with members of the community or group you represent, so you can bring forward their needs and opinions. Keep them informed of Board activities.

12 Golden Rules for Board Members

7. Listen to the advice of the community, to your fellow Board members, and to the organization's Executive Director.
8. Be positive about your organization and its Board in public, even if you don't agree with some of its decisions.
9. Speak up when you disagree with an item being considered by the Board, but concede graciously if the majority doesn't agree with your rationale.
10. Prepare for Board meetings, so that you can be an effective contributor.
11. Maintain the confidentiality of the Board.
12. Have fun, and enjoy the feeling of contributing something positive to your community!

Library Advocacy

Library Advocacy

- **Advocacy** is the act of supporting, educating, or recommending for a cause, idea or policy.
- Advocating for a library includes:
 - educating the public and policymakers about the current and evolving roles and values of libraries
 - promoting library programs, and
 - seeking adequate financial support.

Library Advocacy

Things you should know about your library

- Staff, Friends, Key Volunteers
- Strengths, Programs, Collections
- What makes your library *special*?
- What are your library's goals for the next year and into the future?
- Your key audiences: town officials, managers

Advocates Are the Voice of the Library

- Wear your library hat at all times.
- Create a 3-minute “elevator” speech and be prepared to deliver it anytime, anywhere.



**“Speak Up, Speak Out,
Speak For...
Libraries”**

NHLTA Resources

- NHLTA Board Members
- NHLTA Conferences and Workshops
2017 Spring Conference is Tuesday, May 23
- 2016 Trustee Manual
- NHLTA Newsletter – published quarterly
- NHLTA Web Site : *<http://www.NHLTA.org>*
(join listserve via link on Home Page)
- ListServ: to post a message, send email to
NHLTA-L@maillist2.nh.gov