

Notes from the Board Development Workshop with Cheryl Bryan of the Southeastern Massachusetts Regional Library System. This workshop was held at the Library on Monday, February 22, 2010 at 4:00PM. Attending were Trustees Lisa Arcuri, Kathleen Carbonara, Carol Julien, Diane Wilmarth, and Kim Cicone, Adult Services Librarian Jean Gallant and Library Director Debra DeJonker-Berry.

The following are highlights of the topics Cheryl covered:

Role of Trustees: Community representative/representative role: liaison between what community wants and the service roles the library meets.

Note-book: Policies, minutes, bylaws, budget, history of library, list of staff/trustees (their roles and how long been associated with library)

Trustee Calendar: Set up a calendar: annual review of what strengths the board needs, include key dates (annual report, budget, performance review)

Bylaws: include job descriptions for trustee, vice-chair, committees

Fiduciary Responsibility: town appropriation reviewing the budget & treasurer's reports, building maintenance.

Fundraising: Trustee liaison with Friends or Friends liaison with Trustees: calendar

Service Priorities: Spending the budget in a way that has the most impact on the community

Planning: Literally responsible to the taxpayers for the building and the plan of service. Role to alert the town of the needs and to work to develop a plan to address those needs

Report every year of statistics that relate to the objectives of the long-range plan

Orientation: Formal orientation session; tour; introduction of library staff

Vacancies: Identify strengths and weaknesses of the board. Before the election, place ad that describes the needed attributes. For example, often legal or financial skills are needed.

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Respectfully Submitted,

Debra DeJonker-Berry

Library Director

