

Important things to know from day one

Contact the director with any questions or concerns. I'm here to help you.

- 1- You cannot discuss library stuff with more than one trustee at a time unless it is a properly posted meeting open to the public. That includes round robin emails or discussing programs at a neighborhood holiday party. Three trustees is a quorum and a quorum that discusses library business has to be publicly posted. Avoid "reply all" in trustee emails, even for simple things like food preferences. A reply all is a quorum and it can get us in trouble.
- 3- The director is not a trustee, so you can send things to me to forward out or collect responses and it is not a quorum. I do not count as a third person for a quorum.
- 4- Use your library email for all library business. Never use a personal email or copy your personal email with confidential library business such as HR issues, account numbers or patron information.
- 5- Since I will send everything to your library email, please check it every couple of days. I promise not to send a bunch of silly stuff. This is also how any staff or community member will contact you, so you want to be as responsive as reasonably possible. If you cannot check your library email for several days, make sure to activate an 'out of office' with an expected return/response date.
- 6- If there is something immediately urgent, I will send a text that says "please check your email." This rarely happens, but if we have an emergency evacuation or police situation, this is how I would alert you.
- 7- The Library Director is your contact for all things administrative/trustee related. I am very email responsive. Be circumspect in your interaction with library employees.
- 8- The Library Board of Trustees is primarily responsible for three things- approving policies, setting the annual budget, and hiring/evaluating the library director. The Library Director is responsible for operations, employees, procedures, and the rest.
- 8- Trustees are still library patrons and citizens, but it is important to change hats (so to speak).

When the Board is in session, you are a trustee. If you have a personal relationship or interest in a specific program, performer, supplier, or potential employee, you should recuse yourself from discussion on that topic at board meetings. The same is true if you have a personal dislike of a material/resource, a relationship with a stakeholder, or any other potential conflict of interest.

When the Board is not in session, unless you are acting in an official capacity, you are a patron. As a patron, you can request material purchases, suggest program ideas, and put forth your desires and concerns the same as any other patron. Because of the power you wield as a trustee, whether spoken or implied, library employees may reasonably feel pressured to treat your personal suggestions with more weight than another patron, so be circumspect. Do not ask for special treatment or exemptions.