

Presentations for Indiana Public Library Trustees

1. The Public Library Trustee: General Overview of What They Do and How to Do It (about 30 minutes)

Covers who is on the board team, their responsibilities, and how the board works as a team. Includes brief discussion of appointing authorities and Indiana Public Library Standards, 590 IAC 6, effective 6/12/2017

2. The Public Library Trustee and the Public Library Director - Governance and Management (45 minutes)

Includes (1) Definitions and examples of the differences in the terms, (2) Effective and ineffective management, including micromanagement, (3) How board hires new director and evaluates director (4) The relationship of the board to library staff--chain of command, appropriate methods of board/staff interaction

3. The Public Library Trustee and Policies (45 minutes)

Explains what trustees are responsible for in governance with an emphasis on policy making and discusses policies required by Indiana law and Public Library Standards.

4. The Unserved Area and How to Begin Bringing It into Your Library District (1 hour)

Goes through the processes for taking in unserved areas and the possible tax impact it will have on the new area.

5. Committees, Meetings, and the Open Door Law (about 1 hour)

Includes (1) The purpose of meetings, how to conduct productive meetings more efficiently, and how to evaluate your board's meeting procedures/ (2) The purpose of committees, rules for committee conduct, and how to evaluate your board's committee operations; (3) Specifics of the Open Door Law and Public Records Act.

Other presentations, based on the *IN the Public Trust* manual

(<https://www.in.gov/library/InPubTrust.htm>) may be customized to a particular situation.

To arrange a presentation, please contact Hayley Trefun (htrefun@library.in.gov) or Jen Clifton (jclifton@library.in.gov) or call us toll-free at 1 (800) 451-6028

Per ISL's face-to-face training policy, registration closes five (5) business days prior to the event. The event may be canceled due to low registration (minimum of four (4) registrations) up to five (5) business days prior to the event.