

Silver Lake Public Library – Policy

Trustee Policy

I. **Need for Trustee Policy**

Trustees are volunteers for the library who usually have full-time jobs of their own. It is the responsibility of the director and the board to make sure that new trustees are given the information they need to be an effective board member. The new trustee needs to understand:

- the ethical responsibilities of trustees
- the orientation of a new trustee
- the continuing education and training opportunities for trustees

II. **Ethics Statement for Silver Lake Library Trustees**

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon a trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree with it.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups and individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions library trustees.

III. **Orientation of Trustees**

All trustees of the Silver Lake Library will go through the following steps of orientation:

- A. The library director will go over the following information with trustees so they know how the library is:
 - organized and governed
 - funded and budgeted
 - operated day-to-day
 - structured to serve the needs of the community

- linked to other resources and libraries
 - related to the board of trustees
- B. New trustees will meet with existing trustees to learn the following about the board:
- type of board [advisory or governing]
 - officers and committees
 - meeting location and schedule
 - responsibilities and expectations
 - goals, long-range plans and projects in progress
 - accomplishments
 - relationship to the library director
- C. All new trustee board members will be given a kit that includes:
- list of board members with names, addresses, phone numbers and position
 - by-laws of the board
 - minutes of previous year's board meetings
 - staff list, with position descriptions
 - library policy manual
 - library long range plan
 - most recent annual reports
 - statistical reports on circulation and services
 - current budget and financial reports
 - local laws and contracts pertaining to the library
 - community analysis
 - Statement of Substantial – to be completed and filed
 - Loyalty Oath/Affirmation form – to be completed and filed

IV. By-laws

By-laws will be reviewed once a year and updated if needed. By-laws are included as part of this policy.

V. Board Training

It is becoming increasingly critical for library board members to have training in board development, group dynamics, effective meetings, funding issues, library policy, advocacy, community partnering, technology planning and other topics.

It will be the goal of the Silver Lake Library Board to seek special training on one or more of these or other pertinent issues each year. The library director will make the board members aware of continuing education opportunities available through the State Library, Kansas Library Trustee Association and the Northeast Kansas Library System that will enable them to meet this goal. Special training sessions on a specified topic decided upon by the director and/or board may be planned and should be attended by all board members and administrative staff.