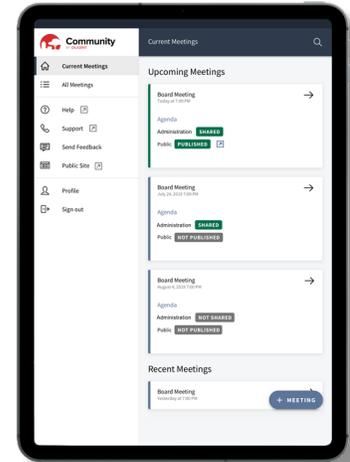


## 5 Key Library Board of Trustees Responsibilities

These library board of trustees responsibilities can vary with every state or province, and even every library system. For specific roles and responsibilities regarding the role your library board of trustees has, contact your local library.



### 1. Be an advocate for the library and the community it serves.

To serve as an advocate of the library is to work for the improvement of the library services offered for the community. Advocacy includes working on obtaining the required funds for the library, finding ways to work with the community and connect with public groups, and making sure that the needs and interests of the community are at the forefront of board decision-making.

### 2. Establish a mission and vision for the future of the library.

Planning is paramount to the survival of libraries, especially with ever-changing aspects of library services for the community. Library boards must be cognizant of the future of the library and shape it to be responsive to any community needs.

### 3. Observe and evaluate the effectiveness of the library.

Library board members serve as representatives for the interests and needs of the community regarding the services provided by the library. Assessing the effectiveness and efficiency of the library helps the library board determine areas of growth for the library.

### 4. Establish and implement policies for the library.

Library board trustees must spend time on policy issues, develop and implement policies, and monitor the effectiveness of those policies. Once policies are adopted and implemented by the board, the library staff then perform and carry out these policies on a daily basis.

### 5. Hire and assess the director of the library.

Hiring a qualified and capable individual to serve as director is a vital responsibility for the library board. The director of the library is tasked with managing the daily processes and operations of the library. The board of trustees should also regularly evaluate the director to be sure that the library is operating well and in the best interests of the community.

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## Tips and Tricks:

# Technology for Organized Library Board Meetings



### Share the library board meeting agenda.

- ▶ Share the agenda with board members and the public prior to the board meeting.



### Access to materials and related documents.

- ▶ Link information regarding budget, library use statistics, and any other reports from administrators.
- ▶ Access previous meeting minutes to review and make any notes or corrections to the record.



### Review progress

- ▶ Link goal progress or goal-related tasks to the meeting agenda.
- ▶ Board members, administrators, and attendees can view goals, make note of what has been accomplished, and view any remaining tasks and their related deadlines.



### Record library board meeting minutes and board votes

- ▶ Leverage digital voting in real-time for board members, simplifying the process of recording meeting minutes.

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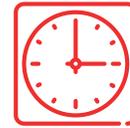
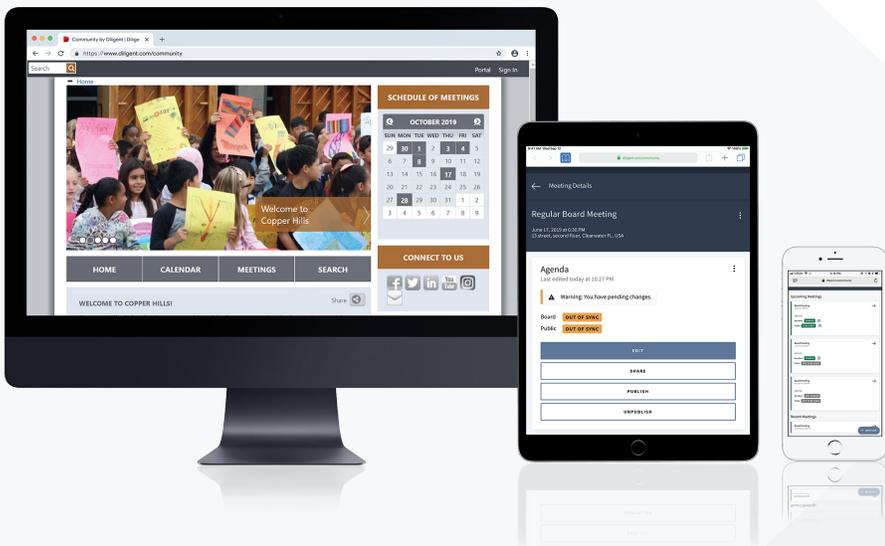
# Introducing Community by Diligent

## Powering modern governance for libraries

Many libraries are relying on paper-bound processes or outdated technologies that no longer meet the needs of today's digital age. As a consequence, they are facing serious governance gaps, struggling with poor meeting efficiency, issues with inclusion, transparency and security, and lack of access to real-time information. Community by Diligent, alongside forward-thinking public leaders, addresses these pressing governance gaps.

Community by Diligent enables library leaders and administrators to achieve excellence in modern governance. It supports responsiveness to their constituencies through an integrated set of technologies, insights, and processes. Building on Diligent's deep experience in offering digital governance solutions to corporate boards, Community by Diligent provides libraries with the same streamlined approach to modern governance, but tailored to meet their specific needs.

Community by Diligent is a responsive design, "mobile first" digital solution that enables boards to drive workflows in a predictable and transparent manner, encouraging engagement and making the decision making process more effective.



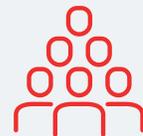
### Efficiency

The ability to drive the workflow in a predictable and transparent manner encourages responsiveness and makes the board process more effective. Leverage a fully secure, digital and streamlined process for meetings, including agenda management, document collation with status updates, and publication of final meeting materials and minutes.



### Transparency

Ensure full public visibility, from any device, into current and past board materials for all community members, including public notifications on updates and a full search capability.



### Inclusion

Community by Diligent's ADA compliant, multi-platform mobile capability encourages accessibility and participation for the whole community.

For constituents, this means that not only are all current and past meeting documents available anytime from anywhere, but live, fully inclusive meeting participation is now possible.

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