

Presque Isle Community Library (PICL)	
Title:	Guidelines for PICL Trustees - Roles & Responsibilities
Original Adoption Date:	December 13, 2016
Suggested Review Cycle:	~ 5 years
Revision Date(s):	December 11, 2018

- 1) **PURPOSE:** To define recurring roles, responsibilities, and expectations for Trustees and Officers of the Presque Isle Community Library (PICL).
  
- 2) **BYLAWS BACKGROUND:** According to the By-laws of the Library, the governing body of the Library is composed of seven (7) member trustees as appointed by the Town of Presque Isle, as follows: 1 - Town Liaison, 1 - School Liaison, and 5 - Community Members.
  - a) Trustees are appointed by the Town of Presque Isle Chairperson and terms of office are for a period of three (3) years.
  - b) Turnover of the Board, by at least 1-2 members every three (3) years, is to be expected. This can refresh the Board with new ideas from the community.
  - c) This document sets forth some of the background recurring roles, responsibilities and expectations for new trustees and officers.
  
- 3) **New Trustees:**
  - a) New trustees shall be furnished by the Library Director, a notebook and copies of the most current and relevant documentation. This notebook should include the following:
    - i) A current copy of " Trustee Essentials - A Handbook for Wisconsin Public Library Trustees" <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
    - ii) A current and complete copy (or web site reference) of key Presque Isle Community Library documents
      - (1) Mission Statement
      - (2) Library Board By-Laws
      - (3) Policies.
      - (4) Job Descriptions
      - (5) Library Training Manuals - Volunteers and Library Assistants
    - iii) A current copy of Wisconsin - Public Library Standards - <http://dpi.wi.gov/pld/boards-directors/library-standards>
    - iv) Current copies of any strategy documents produced in the last year.
    - v) A copy of the Library's most current annual report.
    - vi) A copy of the most current annual budget.
  
  - b) The Library Director should also provide new trustees an orientation - training session(s) that can include:
    - i) A tour of the Library, a review of special equipment and services, and an introduction to employees and volunteers.
    - ii) An introduction to the WI DPI webpage and its contents - <http://dpi.wi.gov/pld/Boards-Directors>
    - iii) An introduction to the NWLS website and its contents - <http://nwls.wislib.org/index.php/for-Directors-trustees>
  
  - c) Other Trustee Duties / Expectations - In addition to the reading "The Trustee Job Description" outlined in Trustee Essentials #1 and the information and sources listed above, a new trustee should expect to participate in Library Board business as needed. This may include the following items:
    - i) Board Meeting Attendance - Approximately 1-2 hrs /month
    - ii) Special Board Meetings - as needed
    - iii) Committees / Special Project work expectations. The Board has five (5) standing committees. The President of the Board appoints members to these committees in January of every year. A new trustee may be expected to serve in some capacity on a committee.

- (1) Budget,
  - (2) Long Range Planning / Strategy,
  - (3) Policies,
  - (4) Director Performance Review,
  - (5) Art Exhibits (CS)
  - (6) Special Committees, as the need arises.
- iv) Board Meeting Documents - It is expected, electronic copies of all documents for review at the upcoming monthly Board meeting, will be circulated by the responsible individual, at least 1 week prior to the Board meeting. This process allows for better pre-review of a documents and better board member preparation.
  - v) Trustee Training - Trustees are expected to keep current with emerging Library issues. Training is provided both online and at special trustee training sessions around the state, by Northern Waters Library Service (NWLS), the WI Department of Public Instruction (DPI) and the Wisconsin Library Association (WLA). The Board may identify modules for members to attend, either online or in-person.
- 4) **Trustee Board Officer(s)** - In addition to the roles, responsibilities and expectations for trustees listed above, officers accept an additional set of responsibilities. According to the By-Laws: The officers shall be a President, a Secretary and a Treasurer elected from appointed trustees at the annual meeting of the Board. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the regular meeting of the Board after the vacancy occurs.
- a) **PRESIDENT:** The President's term of office is for one (1) calendar year.
    - i) The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, authorize the call for any special meetings, act as ex officio member of all committees, and perform such other duties as are normally associated with the office or as may be assigned to him or her by the Board.
    - ii) The President is only one member of the Board and is not empowered to set policy for the Board or the Library.
    - iii) The President works with the Director to plan the monthly or special meeting agendas and the manner in which the meeting will be conducted.
      - (1) DRAFT meeting agendas should be circulated to Board members at least 10 days in advance of a regularly scheduled meeting.
      - (2) FINAL meeting agendas should be circulated at least seven (7) days in advance of a regularly scheduled meeting.
      - (3) It may not be possible to adhere to the timelines above, in the event of special or closed Board meetings.
    - iv) The President keeps an overall view of the Board's and Library's yearly activities (Annual Board Task Lists) and ensures that the Board is completing duties on schedule as per Board policy or law.
    - v) The President must ensure adherence to the agenda and completion of items on the agenda. He/she must also ensure fair participation for all Board members and fair exposure to all sides of an issue. The President shall keep the meetings moving forward in a professional and timely manner. The President shall move the Board to action on issues coming before the Board, for action.
    - vi) At the first meeting of the new term., the President will appoint members to the Board's five (5) standing committees: Budget, Long Range Planning/Strategy, Policies, Director Performance Review, and FOL Liaison. To do this well, the President must have a clear understanding of each Board member's skills, strengths, and interests so that appropriate assignments can be made. It is also the President's responsibility to make sure that committee assignments are clear and to hold the committees accountable to do the job assigned. The President is an ex-officio member of all committees.
    - vii) The President also serves as the primary liaison between the Board, the Library Director, and the town supervisors.
  - b) **TREASURER:** The Treasurer's term of office is for one (1) calendar year.

- i) The Treasurer is responsible for review of the expenditures, presentation to the full Board of the Library's budget and financial condition, and acceptance of the expenditures as prescribed in the Board's bylaws.
- ii) The Treasurer should have some experience or understand financial accounting and managing to public budget principals.
- iii) Specific duties of Treasurer;
  - (1) Maintains financial oversight of all Library Director generated monthly and annual financial reports.
  - (2) Serves as chairperson of the Board budget committee.
  - (3) Is the *de facto* financial oversight on major project or capital expenditures.
  - (4) As needed, works with the Library Director and Town Clerk monthly and annually, to ensure that appropriate financial reports are assembled in a timely fashion and made available to the Board.
  - (5) As needed, works with the Library Director ~~Town Clerk~~ to resolve any reporting discrepancies.
  - (6) Assists the Library Director in preparing the annual budget and presenting the annual budget to the Board for approval, meeting required timelines.
  - (7) Reviews and reconciles (with the Library Director) the annual financial reports. Answers Board members' questions about the yearend close, at the January Board meeting.
  - (8) Provide review oversight to the Friends of the Library finances, on a quarterly basis.
  - (9) The Treasurer will maintain e-copies of monthly and annual budgets, on a thumb drive, in the folder provided by the Town Clerk, and in the "*picltreasurer*" Google Drive directory. The password and directory access will be given to the incoming new treasurer, during transition.

iv) Annual Budget PICL Process-Calendar

	Item	Timeframe	Responsibility
1.	Appoint Budget Committee	January	President
2.	Determine next year's plans and goals with input from the Strategic Planning Committee, Board, FOL, Volunteers and Patrons	January - August	Library Director
3.	Meet with the Town Clerk to determine next year's percent of increase authorized by the town for employees and for overall budget increase	July	Treasurer
4.	Budget Committee meets to determined proposed budget	August	Treasurer
5.	The proposed budget will be approved by the PICL Board	September Board Meeting	Treasurer
6.	The Town's proposed contribution amount and revenue grants (Mead (every 3 years if available), NWLS) is forwarded to Town Clerk.	Early October	Treasurer
7.	Town Budget approved. This approval sets the budget for the upcoming year.	November Town Meeting	Town Clerk
8.	Reconciliation after Town approves budget if there are any changes from what was proposed.	November/December	Treasurer

Budget Assumptions: Any increase beyond town % increase will need to be covered by either;

- 1. Library funds;
- 2. Fundraising or donations;
- 3. Special approval through request to the Town Board.

c) **SECRETARY:** The Secretary's term of office is for one (1) calendar year.

- i) It is important for the Secretary to have a general knowledge of the Board's statutory authority, bylaws and operating policies. The Secretary should understand that minutes of a public body must be a clear, concise, factual record for possible later reference or legal evidence showing what specific action was taken, why it was taken, when and by whom.
- ii) The Secretary is responsible for an accurate and timely record of all meetings of the Board, maintaining copies and files associated with Board business, and performs other duties associated with that office. A typical monthly meeting agenda may include the following items:
  - i. Call to Order
  - ii. Roll Call of Members / Introduction of Visitors
  - iii. Agenda Approval / Modifications
  - iv. Approval of Minutes
  - v. Treasurer's Report
  - vi. Library Director's Report - Attached as separate report
  - vii. Committee Reports and FOL Updates
  - viii. Old Business
  - ix. New Business
  - x. Public Comment
  - xi. Adjournment
- iii) **Board Agenda & Minutes** - Timing and Circulation
  - (1) The Secretary is responsible for communicating a FINAL meeting agenda with local newspaper(s) ([editor@lakelandtimes.com](mailto:editor@lakelandtimes.com)) once received from the President.
  - (2) The Secretary should distribute UNAPPROVED minutes ~ 48 hrs after the meeting. Distribution for UNAPPROVED minutes - Library Board, Library Director, and FOL Officers
  - (3) The Secretary should distribute APPROVED minutes ~ 48 hrs after approval. Distribution of APPROVED minutes - Library Board, Library Director, FOL Officers, and Town Supervisors.
  - (4) The Library Director is responsible for maintaining a hard copy Library Board minutes notebook.
  - (5) The Library Director is responsible for posting approved minutes to the Library website.
- iv) **POLICIES:** Some experts assert that except for the employment of a Library Director, no other duty of the Library Board is as important to the Library and the community it serves as the duty to establish Library policies. Library Boards have the authority to establish both: "External policies" (policies that determine how the Library serves the public) and "Internal policies" (policies that govern Library Board operations and Library management)
  - (1) The Secretary serves as chairperson of the annual Board policy committee.
  - (2) The Library Director is responsible for maintaining the policy manuals (hardcopy, e-documents, and webpage) and will also serve on this committee.
  - (3) The Secretary will work with the Library Director and any appointed committee members to:
    - (a) Maintain and execute a written annual policy review schedule.
    - (b) Audit existing policies for currency and develop a schedule for review, rewrites, and Board approval.
    - (c) Work with the Board and Library Director to identify and draft new policies for either internal or external use.
  - (4) The Secretary will maintain e-copies of documents, budgets, and proposals, on a thumb drive, in the folder provided by the Town Clerk, and in the "[piclsecretary](#)" Google Drive directory. The password and directory access will be given to the incoming new secretary, during transition.
- v) **Other Board Documentation:** the Secretary is responsible for:
  - (1) Board Task List: Maintaining, updating and circulating the annual Board Task list. The Board maintains an Annual Monthly Task List which the President uses to plan and outline upcoming monthly agendas. This list should be updated by the Board every Q4. The Secretary should consolidate the updates and circulate the finalized Board Task List, NLT each January.
  - (2) Contact List: Maintaining, updating and circulating a current list of contact information. This list contains current contact information for all Board members and FOL officers. The Secretary

should consolidate the updates and circulate a current list NLT each January. Additionally, the Secretary should forward the new contact list to the Vilas county NWLS representative.

- (3) Directory e-files: the Secretary is responsible for maintaining and updating the **piclsecretary** Google Drive directory every December. and file on a thumb drive an electronic copy of all Board files in the Presque Isle Town Hall Library folder.
- (4) Library Director Documents:
  - (a) The Secretary is responsible for archiving signed Library Director annual contracts, in the folder provided by the Town Clerk
  - (b) The Secretary is responsible for archiving signed Library Director annual reviews, in the folder provided by the Town Clerk.