# Northeast Ohio Regional Library System
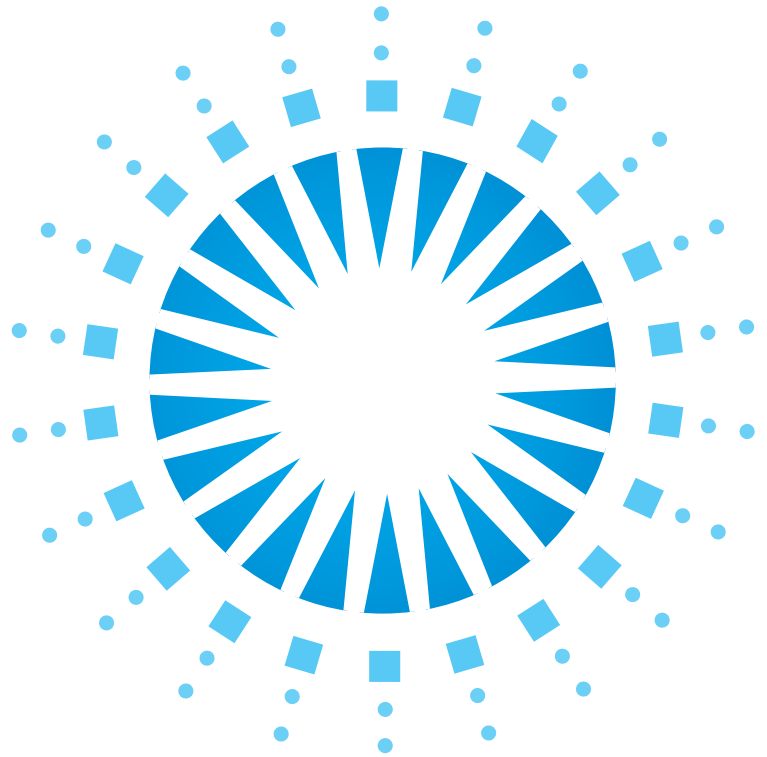
School | Public | Academic | Special

*Maximizing Library Potential Together*

# BOARD DEVELOPMENT

# Trustees are at the heart of a library's relationship with its community.

They should be your library's best advocates and your most informed stewards of growth and success. However, many trustees and boards are unable to realize their potential because they lack necessary training and information regarding their duties and responsibilities. The Northeast Ohio Regional Library System offers effective and efficient Board Development training to help you create an environment of trustee professionalism.

NEO-RLS's Board Development training:

- **Enables trustees to contribute their strengths appropriately for the success of the library**

- **Emphasizes the importance of Orientation and ongoing development**

- **Outlines the difference between governance and management**

- **Builds mutual respect and support**

- **Covers a wide variety of topics**

- **Customizable to suit your situation**

- **Suitable for new board members or as a refresher for more seasoned trustees**

The Core Planning Track (a 4-hour Board Retreat) is recommended for all libraries but may be customized further as needed. The Premium Planning Track (two 4-hour Board Retreats) is recommended for libraries with little or no experience in Board Development training, with new Administration or with new Board members.

For more information on NEO-RLS's Board Development training, contact Betsy Lantz, Executive Director, at betsy.lantz@neo-rls.org or 330-655-0531, ext. 101.

# Board Development Training Cost

NEO-RLS charges an hourly consulting fee for board development training. The total cost is based on the number of hours involved and the level of library membership.

2017-2018 (begins July 1, 2017) charges are as follows: $100.00 per hour for Gold Member libraries. Gold Members receive a total of four (4) hours of free consulting which may be applied to any consulting costs. The hourly cost for Silver Member libraries is $125.00 per hour, $150.00 per hour for Bronze Member libraries and $200.00 per hour for Geographic Member libraries.

# Board Development Training to Fit Your Needs

| Board Development Training Services | | CORE Planning Track | PREMIUM Planning Track |
|---|---|:---:|:---:|
| Getting Started as a Board Member | 2 Hours | ✔ | ✔ |
| The Meetings | 2 Hours | — | ✔ |
| Budgets | 2 Hours | — | ✔ |
| Policy Development | 2 Hours | — | ✔ |
| Strategic Planning | 2 Hours | — | ✔ |
| Evaluation | 3 Hours | ✔ | ✔ |
| Advocacy | 3 Hours | ✔ | ✔ |

# Board Development Training  Services Defined

***Getting Started as a Board Member:***   A key component of an effective board member occurs the moment they are elected or appointed.  New board members are ready to serve and orientation is critical to making them feel comfortable and necessary.  NEO-RLS will guide your board through the steps of an effective orientation program for new trustees, discuss the job description for trustees and for the Executive Director, define tasks and responsibilities, and underline the importance of the various relationships between trustees and others.

***The Meetings:***  Efficient and effective meetings keep trustees engaged, ensure compliance with bylaws and state laws, and facilitate decision-making as a group.  NEO-RLS will explain open public meetings, creation of agendas, Executive sessions, managing public comment, making decisions and follow-through.

***Budgets:***  Library budgets and funding are complicated and trustees need to become familiar with their library's finances in order to make wise decisions.  NEO-RLS will clarify ongoing fiscal responsibilities.

***Policy Development:***  Well developed policies are critical to the operational and strategic success of a library and trustees spend a lot of time creating and reviewing policies.  NEO-RLS will walk your trustees through the process of creating effective policies and the different types of policies.

***Strategic Planning:***  One of the most important responsibilities of a board is that of strategic planning.  The reasons for strategic planning will be outlined along with the roles of the board, Executive Director, and staff.

***Evaluation***:  Ongoing evaluation is necessary and leads to greater success.  NEO-RLS will work with your trustees on methods for evaluating the Executive Director and themselves.

***Advocacy:***  Advocacy is a basic board responsibility.  NEO-RLS will review the various types of advocacy and what trustees need to know to be compelling advocates for their library.

# NEO-RLS Board Development Training Staff

**Betsy Lantz**, M.L.S., M.F.A., Executive Director, has worked in a museum research library, academic libraries, a corporate library and a public library over the past 32 years and has been a library administrator for 28 years. Throughout her career she has participated in formal and informal Board Development training, served on several boards and worked with trustees in a variety of capacities.

**Melissa Lattanzi,** B.S., has been employed for 22 years with NEO-RLS and brings her vast knowledge of public libraries to bear on the Board Development training process.

**Holly Klingler**, M.L.I.S., M.A. has been employed for 3.5 years with NEO-RLS and brings her extensive public-speaking experience and academic interest in critical thinking to the Board Development training process. Ms. Klingler has helped facilitate the Board Development process for one library while at NEO-RLS.

**Debbie Blair** has an accounting certificate and has been the Fiscal Officer at NEO-RLS since 2010.  Her career in accounting spans 27 years and includes corporate, non-profit and governmental accounting experience.  She has been working with boards and budgeting for over fourteen years.

## Our Board Development training provides your trustees with the skills needed for a meaningful and rewarding public service experience in partnership with you



# Libraries that have used NEO-RLS for Board Development

Burton Public Library    |    Mentor Public Library    |    Twinsburg Public Library