

**PORTERVILLE PUBLIC LIBRARY & LITERACY COMMISSION**  
**CPLA Board Effectiveness Training**  
**May 18, 2013**  
**Notes**

**BOARD EFFECTIVENESS TRAINING NOTES**

**TRAINING AGENDA REVIEW**

- Introduction
- Why Do We Have Library Boards/Commissions?
- Types of Library Boards/Commissions in California
- What Library Boards/Commissions Do
- Legal Duties and Liabilities of Library Commission Board Members
- Success Strategies for Commissions
- Working Toward Good Commission/Library Director Relations
- Next Steps—What Can We Do To Help Our Commission Be Effective?
- Additional Resources

**INTRODUCTION**

- Participants responded to a question about their involvement/interest in the library
  - \*Librarian backgrounds
  - \*Lifelong library lover
  - Facilities Planning Committee
  - Chamber of Commerce contacts
  - Programming/performance/storytime
  - \*Leadership Porterville
  - \*Library important to community/community hub
  - \*Want to give back
  - \* Importance of library to family/kids
  - Books/reading
  - Native of the area/roots in the community
  - Community participation
  - *\*(Cited multiple times)*
- Participant discussion of the question “What would you like to cover today?”
  - Input
  - Next challenge
  - Trustee duties and responsibilities
  - How to work together/move forward
  - How to make commission more relevant/more flexible/focused
  - Increase communication skills
  - How to form stronger liaison with community
  - Discuss a Trust Fund
  - Trustees involvement with City’s planning process
  - Developing additional partnerships/collaborations
  - How to respond to Porterville’s needs/reflect city culture

- Education – Teens/kids/seniors
- Value Calculator

## **STEWARDSHIP**

### Discussion of Stewardship

- Public library/a public resource
- Accountability to
  - Community
    - Listen to community voices
    - Represent all
    - Politicians/should be two way communication with Commissioners
- Leave operational issues to experts (library director)
- Finance/Strategic Reserves
- Board diversity important
  - Outreach to communities
  - Representation of various segments
  - Cost of living lower than other valley communities
  - Changing demographics, diverse
  - 61% Latino, younger
  - Teens with little to do/Brain drain
  - Tech needs
  - Seniors—natives and retirees new to area
  - Main Street values/patriotism

## **STRUCTURE/DUTIES OF CA LIBRARY BOARDS**

(See Trustee Toolkit, published by the California State Library)

<http://www.library.ca.gov/lds/docs/toolkit.pdf>

## **TRUSTEE ROLES/RESPONSIBILITIES**

1. Make everyone in the community aware of the library.
2. Help secure adequate financial support.
3. Advise about hiring a competent director when the position becomes vacant.
4. Encourage continued professional growth and development of library staff.

Examples:

- Advise –use all your skills to support staff
- Financial understanding
- Communicate with elected officials
- Build partnerships—Park & Recreation; Police, Fire,
- Outreach/PR/Marketing
  - Library Services/What makes Porterville special?
    - Safe

- Books but not JUST about books!
- High speed internet
- Job search resources
- Family Place
- Financial literacy
- Council/City Manager/Trustees Relationship
  - New additions to Council and to Commission
  - Share the good news at Council meetings
  - Send support and thanks
  - Build relationships/Ask for support later when needed
- Friends of the Library--relationship
- Other community organization involvement
  - Build relationships
  - Champion the library—if commissioners don't, who will?
  - Articulate the value of library
- Advocacy
  - Local
  - Local advocacy critical for regional, state and national advocacy
  - Kids and teens
  - Seniors
- Vision
  - Longer-term thinking and vision
  - Big picture/where library fits
  - Take active role projects; e.g., annual reports, budgeting, planning
  - Sounding board

## **BROWN ACT**

## **SUCCESS STRATEGIES**

- Clear agendas, documents
- Efficient meetings
- Be prepared and be on time
- Work as a team
- Save time for “big picture” thinking and brainstorming
- Scheduled regular discussions of long term goals

## **GOOD DIRECTOR/TRUSTEE RELATIONS**

- Commission
  - Advises
  - Best practices from other disciplines/industry
  - Thinks creatively/finds resources for new initiatives
  - Act as an advocate for legislation and funding that will help to meet with identified needs of the community and the Library

- Director
  - Manage library operations according to written policies/procedures
  - Recommend policies to Commission
  - Provide timely and accurate financial reports and information
  - Keeps commission informed

## **RESOURCES**

Trustee Toolkit for Library Leadership: <http://www.library.ca.gov/lds/docs/toolkit.pdf>

California Public Library Advocates (CPLA): <http://www.cpladvocates.org>

California Library Assoc.: [www.cla-net.org](http://www.cla-net.org)

United for Libraries: <http://www.ala.org/united/>

American Library Assoc. (ALA): [www.ala.org](http://www.ala.org)

## **EVALUATION**

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