



NICOLET FEDERATED LIBRARY SYSTEM

Trustee Training
December 2023



Trustee Orientation

New Board Members

Why?

Assists with:

- Trustee Competency - Knowing the role of the Trustee and director, the system's mission, current library issues, and state and national laws governing libraries.
- Board operations – Familiarity with the agenda and order of business, making motions, voting, minutes approval, and state Open Meeting Act requirements for the board.
- Strategic planning - Working with the director to develop a long range plan for the system.
- Succession planning - A conscious Board will plan that provides guidance on identifying and sourcing potential Trustees who can fulfill key requirements. This helps appoint new trustees quickly in a structured manner, and the Board business can continue without disruption.
- Board Evaluations – Self-evaluations can help the Board identify areas which need to further development or education.

Contents

- Conflict of Interest Agreement
- Meeting Schedule
- Trustee Roster
- Committee Assignments
- NFLS Trustee Webpage
- NFLS Staff
- Travel & Expense Reimbursement
- Trustee Job Description
- Trustee Essential 26: The Public Library System Board – The Broad Viewpoint
- Library Bill of Rights and Freedom to Read Statement
- NFLS Mission Statement

Contents

Continued...

- Expectations of the NFLS Board
- Board Constitution & Bylaws
- Member Libraries
- NFLS Budget
- Resource Library Agreement
- OWLSnet System map
- OWLSnet Shared Automation Network Bylaws
- Intro to Wisconsin Library Association
- Wisconsin Library Law: Chapter 43 Outline
- Wisconsin Public Library System Directory
- Common Acronyms
- Glossary of Terms



Continuing Education

New & Existing Trustees

Why?

- Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service.
- Library services and library policies must constantly change to keep pace with changing community needs and new technologies. Staying informed allows everyone to better provide high-quality library services to their community.
- Using up-to-date information for decision analysis, being prepared for all meetings, and participating fully in board actions.

How?

- Attend a Library Conference
 - Wisconsin Library Association Annual Conference (Nov. 6-8, 2024)
 - Wisconsin Association of Public Libraries (WAPL) Annual Conference (May 1-3, 2024)
 - Public Library Association (PLA)
 - American Library Association (ALA)
- View a Library-related Webinar
 - NEWI CE Partnership: <https://newilibraries.org/content/upcoming-live-webinars>
 - Past Trainings: <https://newilibraries.org/past-events>
 - Trustee Training Week: <https://www.wistrusteetraining.com/archive>
 - United for Libraries Resources (WI Statewide Access)
 - Short Takes for Trustees
 - Trustee Academy

How?

- Trustee Organizations
 - Wisconsin Library Trustees and Friends (WLTF)
(<https://www.wisconsinlibraries.org/trustees-friends>)
 - United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations (<https://www.ala.org/united/>)
- DPI's Trustee Essentials:
 - <https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- Newsletters
 - Wisconsin Libraries for Everyone:
<https://dpi.wi.gov/wilibrariesforeveryone>