

DOROTHY ALLING MEMORIAL LIBRARY
BOARD OF TRUSTEES
SUB-COMMITTEE ON TRUSTEE EVALUATION
MINUTES FROM JANUARY 6, 2016

Present: Karla Karstens, Kathy Fernee, Barbara Mieder

Meeting objectives: (1) Identify important roles of the board and board members. (2) Plan an evaluation process to judge how the board and individual board members fulfill their roles.

Identification of the roles of the board and board members:

Roles of the board:

1. Review periodically and update the by-laws.
2. Review and update library policies as needed.
3. Hire and regularly evaluate the library director.
4. Oversee and review the long-range planning process (5 year plan) in coordination with the library director.
5. Exercise fiduciary responsibilities.
6. Participate in library activities/programs and promote library use.
7. Act as advocates for the library.
8. Participate in professional development activities, e.g. VLTA conference, municipal elected official conference, etc.

Roles of board members:

1. Prepare for, attend and participate in all board meetings.
2. Monitor and evaluate the library's overall effectiveness.
3. Support library services and participate in library programs.
4. Volunteer to assist with larger projects as requested by the library director (e.g. work committees, letter writing, research for building projects, etc.)
5. Respond in a timely and thorough manner to communications and/or tasks assigned.
6. Advocate for the library and attend all Select Board and/or town meetings which deal with library issues.
7. Be familiar with state and federal laws relating to managing the library, such as those relating to employment, operating a public building, etc.
8. Learn as much as possible about issues affecting library service.

Board of Trustees evaluation

Answer each question with a number ranging from 1 (most definitely) to 5 (no, never).

1. Do we review and update the by-laws periodically?
2. Do we review and update the library's policies as needed?
3. Do we regularly evaluate the library director?

4. Do we oversee and review the long-range planning processes (e.g. 5 year plan, space plan, landscape plan) in coordination with the director?
5. Do we exercise our fiduciary responsibilities?
6. Do we participate and promote library use?
7. Do we act as advocates for the library?
8. Do we participate in professional development activities such as the VLTA conference and the municipal elected officers' conference?

Individual self-evaluation

Grade each statement with a number ranging from 1 (most definitely) to 5 (no, never).

1. I am prepared for all board meetings.
2. I attend all board meetings.
3. I participate in board meetings.
4. I regularly use the library in order to monitor and evaluate the library's effectiveness (e.g. check out materials, use the computers, etc.)
5. I support library services.
6. I regularly attend library programs.
7. I volunteer to assist with larger projects as needed or requested by the director.
8. I respond in a timely and thorough manner to communications and/or tasks assigned to me.
9. I advocate for the library and attend all Select Board and/or town meetings which deal with library issues.
10. I am familiar with state and federal laws related to managing the library such as those relating to employment, operating a public building, etc.
11. I learn as much as possible about issues affecting library services.
12. I find serving on the board to be a rewarding and satisfying experience.
13. My goals for the upcoming year:
 - 1.
 - 2.
 - 3.
14. Suggestions for board goals for the upcoming year:
 - 1.
 - 2.
 - 3.

Time schedule for board and self-evaluations:

This would be done in the fall. We would distribute the evaluation forms at the October meeting for discussion in November. The entire board would discuss the evaluation of the Board of Trustees but the self-evaluation would be private.