

# Building a Culture of Learning For Library Boards

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## **Building a Culture of Learning For Library Boards**

- In Recruitment
- In Bylaws
- In Planning / Policies / Budgeting
- Inside and Outside the Boardroom

# Based on Learning Culture Resources

## My Three Characteristics For Library Boards



- ❑ **An Expectation**
- ❑ **A Strategic Priority**
- ❑ **An Accountability  
Factor**

**And Look Something Like This**



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Success

Begins

With

MINDSET



## Consider Library Board Service!



**Serving on High Anxiety Public Library Board is a rewarding experience. Make a difference in your community...join the library board!**



### Develop Public Policy

Local and state laws invest the library board with a great deal of decision-making authority. From Internet access to eBooks, from programming to collection development, we keep the public interest at the forefront of policy decisions.

### Plan For the Library's Future

There's an expression "*If you don't know where you're going, any road will take you there.*" Except that we don't subscribe to that! This library board works with the staff team, the city team, and all city residents to lead library services and programming into the future.



### Oversee the Library's Budget



This is a city library, funded through city tax dollars. The library board acts as good stewards of public monies, working to ensure that the library is widely seen and understood to be a crucial community investment.

### Advocate for the Library Staff & Services



The board is the front-line defender of library workers and library services by supporting staff compensation, by seeking needed funding, by providing equal access to collections and technology, and by upholding intellectual freedom.

### Commit to Continuing Education



Ongoing board education is an expectation. Our participation in continuing education is a needed and logical commitment. Are we lifelong learners on this library board? You bet your life!



**Bylaws**

Reference  
board education  
in your  
board bylaws



## Goal 5 – Culture of Learning

Residents of all ages will have the information, resources and assistance they need to achieve success in their personal, independent learning.

- 1) Continue outreach services to day-care providers
- 2) Continue book delivery to shut-ins and residents of the Laurens Care Center *and Homestead Housing*
- 3) Promote a Culture of Learning by hosting a monthly book discussion group
- 4) Promote a Culture of Learning by hosting monthly craft classes
- 5) Promote a Culture of Learning among library board and staff through monthly updates, as well as by promoting continuing education opportunities



**Include a line item for staff and board education**

**Connect C.E. policy to budget practicality**

**My former board had a smart approach**

**Budgets Connect to Education and Training**

## <https://zblibrary.info/library-policies/travel/>

### Travel

This policy pertains to library employees for work-related continuing education, meetings, and conference participation, and to library trustees for library-related training, meetings, and conferences.

#### Local Meetings

The employee/trustee will be reimbursed for motor vehicle travel at the prevailing IRS mileage rate not to exceed the normal mileage between the library and the event location. Employees/trustees are expected to carpool. Parking, tolls and public transportation fares will be reimbursed. Employees will be paid for travel and meeting time. Employees will receive CE credit for meeting/training time.

#### Meetings Requiring Travel

When traveling to another city, travel will be arranged through the administrative office. Employees/trustees are expected to travel as a group. If an employee/Trustee chooses not to travel with the group, he/she must obtain approval from the Director for an alternate method of transportation and may be responsible for additional expenses.

#### Accommodations

Employees/trustees are expected to share rooms. If an employee/trustee chooses not to share a room, he/she may be responsible for expenses above a shared room rate.

#### Transportation

Employees/trustees should use public transportation or share transportation with others, when possible. Taxicabs should be used sparingly and shared.

ZB LIBRARY  
2400 Gabriel Ave.  
Zion, IL 60099  
847.872.4680

HOURS  
Monday-Thursday: 9AM-9PM  
Friday: Closed  
Saturday: 9AM-5PM  
Sunday: Closed  
Holiday Closings

#### Library Links

- [My Account](#)
- [eNews](#)
- [Printing](#)
- [Community Table](#)
- [Meeting Rooms](#)
- [Library Policies](#)
- [Job and Career Resources](#)
- [Library Kindles](#)
- [Book a Pro](#)



# Inside the Boardroom





- **Affordability and Portability**
- **Convenience**
- **Our Life on the Web**

**What's Not To Like? 😊**

# Sibley (IA) Public Library Board

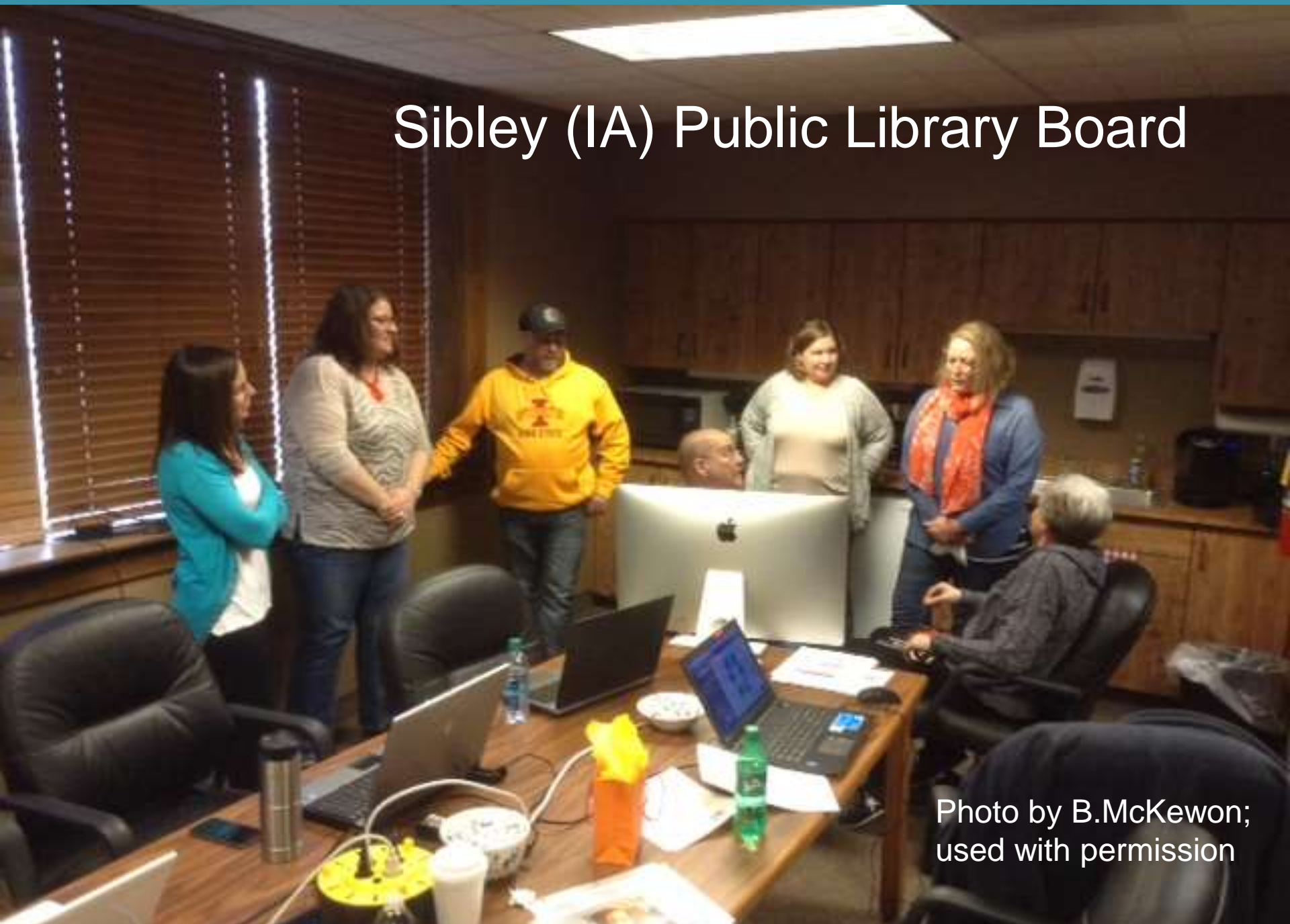


Photo by B.McKewon;  
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# Outside the Boardroom: Board Education Events County – Regional



Photo by Ron McKewon;  
used with permission

What have you  
seen as **keys**  
**to success** with  
board education  
at your library?





# Board Member Self Assessment

(Done individually for your information only)

## The Accountability Factor

Please check the box for those statements you are in total agreement with.

- 1. I know the library's mission statement and am familiar with the library's plan of service.
- 2. I am familiar with laws that apply to libraries.
- 3. I am familiar with the board's bylaws and library policies.
- 4. I attend board meetings regularly.
- 5. I am available to serve on committees as needed.
- 6. I come to meetings having already read the information relevant to that meeting.
- 7. I understand and am comfortable with the board's decision-making process during meetings.
- 8. I willingly abide by majority board decisions and support them publicly.
- 9. I treat other board members with respect and listen openly to their opinions.
- 10. I understand and respect the different roles and duties of the library director and the board.
- 11. I route my requests of staff through the library director.
- 12. I encourage and support the library director in achieving our organization's goals.
- 13. I visit my library frequently enough to be thoroughly familiar with services and to see potential need.
- 14. I am a member of a civic organization.
- 15. I am a library advocate to civic groups, community organizations, and public officials.
- 16. I keep abreast of legislation and the impact it has on the library community.
- 17. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 18. I belong to a state or national library organization.
- 19. I have read issues of state or national library organization journals over the past six months.
- 20. I have attended at least two library events in the last year.

# Library Board Assessment

(Done individually and discussed as a board)

Instructions: Please rank the following items from 5 to 1, with 5 being "most definitely" and 1 being "no/never."

- 1. The board has a method in place for the recruitment and recommendation of trustees for open positions.
- 2. The board has a method in place for new board member orientation and ongoing board member training.
- 3. The board stays abreast of the financial status of the library and its funding sources.
- 4. The board sets the direction for the library through planning.
- 5. The board has adopted a mission statement for the library and uses it to drive planning choices.
- 6. The board reviews and adopts the budget.
- 7. The board adopts the budget after the annual planning is complete.
- 8. The board ensures that the budget covers goals and objectives set during the planning process.
- 9. The board evaluates the library director annually based on the success of set goals and/or expectations.
- 10. The board feels free to communicate problems to the director in a timely manner.
- 11. The board requires regular written updates from the director on progress toward the annual plan and goals.
- 12. The board is familiar with state and federal laws governing libraries.
- 13. The board has established bylaws to oversee its governance.
- 14. The board has established clear policies to govern and guide library operations.
- 15. The board continually reviews and updates the library's policies.
- 16. The board pays more attention to the ends than the means – to what will be accomplished versus how it will be done.
- 17. The board safeguards the public's First Amendment/Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.
- 18. The board is aware of patron privacy protections under State law and ensures through its policies that patron information is kept confidential.
- 19. The board is representative of the community it serves.
- 20. The board is politically active, advocating for libraries in the public policy arena.
- 21. The board effectively represents the library to the community.
- 22. The board annually assesses its own performance.

# WebJunction Public Library Board Meeting

May 24, 2018. 6:00PM.  
Library Meeting Room

- Call to Order
- Agenda Approval
- Minutes Approval
- Reports:  
Board Education /  
Director / Staff /  
Others
- Bill Approval
- Public Comment

- Correspondence
- Unfinished  
Business
- New Business
- Agenda Items for  
Next Meeting
- Upcoming Meetings
- Adjourn

# MONDAY MORNING EYE-OPENER



FROM THE STATE LIBRARY OF IOWA

Good Morning! January 22, 2018

## Continuing Ed Ahead...

### State Library Offering HR Classes

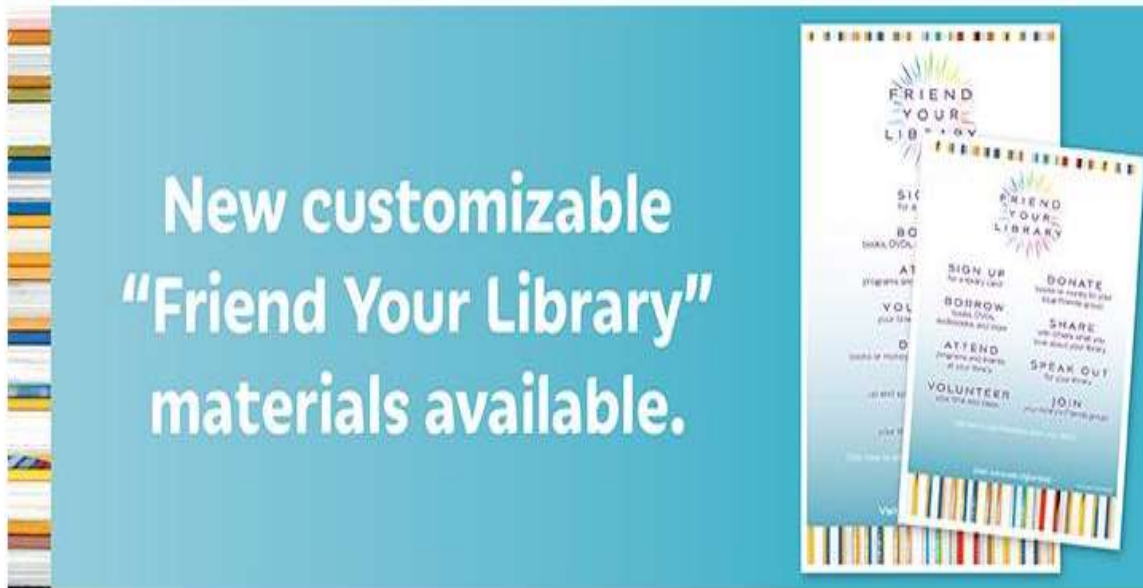
In 2018, the State Library will continue our practice of offering a “topic track” that will weave its way through our continuing education classes. This year’s topic track centers on human resource management—more commonly called HR.

Based on comments from workshop evaluations, the **State Library’s Education & Training Team** has developed a six-month series covering a range of HR subjects, from

legal concerns, to hiring staff, to evaluating staff. At this point, January to June offers personnel-related classes; there will likely be more coming in the latter half of the year. For today, a summary shows below. Visit the C.E. Catalog for details and registration, although please note that not all events have been added to the catalog yet.



<http://www.ala.org/united/>



**Friend Your Library**

Paula Poundstone

Book Club Central

Authors for Libraries

**Leadership and learning are  
indispensable to each other...**

John F. Kennedy



**Baked Into The Cake!**



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