

TRUSTEEtips

INFORMATION AND EVENTS FOR TODAY'S SC PUBLIC LIBRARY TRUSTEES

January 2006

DID YOU KNOW...that understanding the relationship of the board to library staff members is vital to a smooth running library?

Only one employee reports to the board-the director. The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand who gives the orders, who is accountable to whom, and who has responsibility for what. To do that, the board creates clear lines of authority and accountability for employees.

The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director. Board members have no authority to issue orders to staff or make demands of staff except through the director. The board has no direct responsibility for assessing staff performance other than the director's.

Staff members sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff member about the proper procedure for concerns or complaints. The board does not act on complaints from the staff. Concerns or complaints that come directly to board members should be reported to the director for resolution.

As a board member, you should show concern for the well being of staff. The board should encourage retention of good staff by budgeting for reasonable pay and benefits, and by recognizing good staff performance.

Examples of when board members may work with staff include:

- In committee settings
- In the long-range planning process
- If requested by the director to make reports at the board meeting
- Library social events



New SC Public Library Trustees

Appointed since July 2005

ABBE Regional Library System

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Charleston County Library

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Bettye Anne Chambers, Charleston
Stephanie Auwaerter, Charleston
Henry L. Ravenel, Jr., Mt. Pleasant

Marion County Library

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Oconee County Library

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Hector Torres, West Union
Frank Montague, Seneca
Jody G. Gaulin, Seneca

Pickens County Library

Dr. Bill Seel, Easley

Richland County Library

John D. Baker, Columbia
George C. Johnson, Columbia

Saluda County Library

Carol Nordin, Saluda

Upcoming Events for Library Trustees:

Trustee Institute – January 28

“Effective Communication: Your Key to Library Advocacy” is the topic of the South Carolina Public Library Trustee Institute to be held January 28 at the Marriott Hotel in Columbia.

Speakers include:

Rox Pollard, Chair, Richland County Library Board;
Coretta Bedsole, Progressive Lobbying Solutions;
Miles Hadley, Government Consultant;
Patti Butcher, Director, South Carolina State Library;
John Goodman, Retired Board Member, Georgetown County Library.

The conference is free and lunch is provided. All participants are asked to register in advance.

Trustee Training is available to all South Carolina public library trustees. Contact Deborah Hotckiss, Library Development Consultant for more information at deborah@leo.scsli.state.sc.us or (803) 734-8646.

LEARN MORE AT
statelibrary.sc.gov/lib/trustees.html

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