



Basic Training for Trustees  
MSL Learn Webinar Series  
May 9, 2023

# Today's Hosts

**Pam Henley**



MSL Consulting Librarian

**Colet Bartow**



MSL Continuing  
Education  
Coordinator

(Colet rhymes with Olay)



## Today's Agenda

# Basic Training for Trustees

# Congratulations!

You've just been appointed:

- Get to know the library (*learn about programs and services*)
- Get to know the director and fellow trustees (*what are their interests away from the library?*)
- Build relationships

# Meetings

- Time?
- Place?
- When are materials available?
- How do you access them?

# Finance

- Learn about the library budget:
  - What are the revenue sources?
  - How is the library budget created?
  - Who manages the library accounting?

# Legal Responsibilities

- MCA - Powers and Duties
- Open Meeting Law
- Library Records Confidentiality Act
- Understand the different responsibilities of directors and trustees
- Ethics

# What are current projects?

- Budget?
- Policies?
- Future planning?
- Building issues?



# You Are Not Alone!

- Montana State Library consulting services
- Federations (*meet other trustees*)
- Montana Library Association (*online Trustee Interest Group*)

# Things to keep in mind

- Healthy boards:
  - Are effective (*moving forward, not rehashing old issues*)
  - Participate in and contribute to effective meetings
  - Understand the importance of advocacy for the library
  - Work on future development of the library

Questions?





## Information and News Sources

- MSL Website
- MSL Newsletters
- MSL Help Desk
- ASPeN Events Calendar
- MSL Learn
- MSL YouTube Channel
- Email/call any MSL staff member

# MSL Learn Webinar Schedule

Join us each month!

Second  
Tuesday  
MSL Programs  
and Topics



Last Tuesday  
Tiny Tech  
Training

# MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist
- Access new recordings
- Subscribe!

Montana State Library  
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# MSL Evaluation Survey



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