

# **Core Competencies for NSLS Public Library Trustees**

**(As determined by NSLS Trustee Training Task Force on Oct. 7, 2005)**

## **Necessary Knowledge**

Trustees must be aware of the laws and standards under which they must conduct business. Below are a list of laws and standards that trustees need to familiarize themselves with:

- Illinois Open Meetings Act
- Illinois Library Law & Rules
- Model Ethics Ordinance
- Serving Our Public: Standards for Illinois Public Libraries

## **Work of the Board**

Trustees have clear roles and responsibilities that they must learn and effectively act upon. Listed below are some of these duties:

- Understand the budget process
- Defend Intellectual Freedom
- Advocate for your library
- Hire and evaluate your library's director
- Maintain awareness of library best practices by attending conferences and training sessions
- Know the difference between board and staff work
- Make appropriate policy

## **Board Effectiveness**

Trustees must work as a team to effectively conduct library business. Some of the ways this will occur are for the entire board to:

- Work with the director
- Adopt and use a parliamentary authority (e.g. Sturgis Standard Code of Parliamentary Procedure, Roberts Rules of Order, etc.)
- Build a team
- Evaluate yourself and your board