




- Differences between approving policy by the board, and administering that policy by the library director
- Importance of confidentiality of library records
- Role of the board in library personnel decisions, and any legal processes for personnel-related action
- Role of the board in determining the library budget and in approving expenditures
- Certification of library directors and library staff
- The role and importance of access to information in local library services

Things the Board Needs to Know

- Copies of the library's mission, goals, and strategic plans
- Tour of the library and introduction to staff members
- Printed South Carolina statutes and regulations regarding library boards [SC ST SEC 4-9-35]
- List of expectations for new board members
- Copies of board bylaws, library policies and procedures
- Schedule of board meetings
- Current library budget, recent annual report, and monthly reports
- Minutes from the last two board meetings
- Statistics related to the community and the library
- Readings on topics of: Friends of the Library groups; Library Foundation groups
- Information about other library organizations: e.g. SCLA (South Carolina Library Association, Friends of South Carolina Libraries)

Board Members Should Include:

Effective Orientation for New

 south carolina
STATE LIBRARY

This pocket edition of the South Carolina Guide for Library Boards is intended to serve as a handy reference for library trustees and library staff, and for local officials who may be considering candidates for library boards.

*For further information or to find out about opportunities for serving on library boards, contact the Library Development department of the South Carolina State Library:
(803) 734-6061 or lds@statelibrary.sc.gov*

 south carolina
STATE LIBRARY

SOUTH CAROLINA
Guide for Library Boards
pocket edition 2012

- Characteristics of a Good Board Member**
- Active engagement with the community
 - Interest in how the library can meet public needs
 - Avoids conflicts of interest
 - Adherence to ethical standards of truth, integrity and honor
 - Understanding of the purposes of public libraries
 - Willingness to protect confidentiality of library records
 - Knowledge of pertinent statutes (e.g. SC code pertaining to libraries, public meeting laws)
 - Aware of current political and economic issues that affect the library
 - Eagerness to keep up-to-date with issues affecting libraries
 - Adequate preparation before board meetings
 - Skill in group decision making and acceptance of board decisions
 - Understanding of the need for board turnover, and eagerness to recruit and recommend potential board members
 - Ability to differentiate between board and staff responsibilities
 - Imagination, energy and good will

Board Responsibilities

South Carolina's public library boards of trustees are governing or administrative boards. This means that they are responsible, among other duties, for:

- Setting library policy
- Hiring, firing and evaluating the library director
- Empowering the library director to manage day-to-day operations of the library
- Engaging in strategic planning
- Approving library expenditures and submitting a budget
- Reporting annually to the county
- Submitting annual statistics to the state library

The board is selected by the county to serve terms as determined by that body. The library board must be broadly representative of the county as a whole.

- What should be included in Library Board Bylaws?**
- Selection, appointment, term length, number and composition of board, as determined by local ordinance
 - Place, time, and responsibility for regular meeting
 - Procedures for calling special meeting
 - Attendance requirements
 - Definition and requirements of a quorum
 - Parliamentary rules to be followed
 - Duties of officers
 - Positions and duties of individual board members
 - Appointment and responsibilities of standing committees
 - Provisions for special committees
 - Relationship with the library director
 - Limitations on board members
 - Required reports and yearly timetables
 - Procedures for adopting or amending bylaws
 - Order of business for meetings

A common meeting agenda

1. *Call to order*
2. *Roll call*
3. *Adoption of agenda*
4. *Approval of previous minutes*
5. *Current budget reports*
6. *Correspondence*
7. *Library director's report*
8. *Committee reports*
9. *Unfinished business*
10. *New business*
11. *Next meeting date and time*
12. *Adjournment*