

BOARD OF TRUSTEES

SELF ASSESSMENT

TRUSTEE SCORECARD

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

- ☐ I know the District's Mission Statement and am aware of the Vision Statement and Seven Key Strategic Directions and Long Range Plan.
- ☐ I am familiar with the board's goals.
- ☐ I am familiar with library law as it applies to my library district.
- ☐ I am familiar with the board's bylaws and District policies.
- ☐ I attend board and luncheon meetings regularly.
- ☐ I attend committee meetings and effectively participate in the committee process.
- ☐ I come to meetings having already read the information relevant to that meeting.
- ☐ I understand and am comfortable with the board's decision-making process during meetings.
- ☐ I willingly abide by majority board decisions and support it publicly.
- ☐ I treat other board members with respect and listen carefully to their opinions.
- ☐ I understand and respect the different roles and duties of the library director and the trustee board.
- ☐ I route my requests of staff through the library director.
- ☐ I encourage and support the library director in achieving our organization's goals.
- ☐ I visit my library frequently enough to be thoroughly familiar with services and to see potential need.
- ☐ I am a member of a civic organization.
- ☐ I am a library advocate to civic groups, community organizations and public officials.
- ☐ I keep abreast of legislation and the impacts it has on the library community.
- ☐ I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- ☐ I belong to a state or national library organization and have read issues of state or national library organization journals over the past six months.
- ☐ I continually educate myself and have attended at least one library conference or workshop this year.

(If each checked box represents 5 points — all boxes checked would equal 100.)

TRUSTEE SCORECARD for Board President

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

- ☐ Keeps the board operating effectively, while working with all board members and key contacts.
- ☐ Works closely and cooperatively with the Library Director.
- ☐ Handles matters diplomatically, troubleshooting to identify potential problems and issues.
- ☐ Remembers that they are only one member of the board, does not act alone.
- ☐ Leads the board as a whole as well as individual members. Delegates. Listens.
- ☐ Effectively presides over board meetings.
- ☐ Oversees committees, selecting appropriate committee leaders and monitoring their work.

TRUSTEE SCORECARD for Board Vice - President

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

- ☐ Developing leadership skills to use if/when assuming the position of president.
- ☐ Supports the President in his efforts to lead.
- ☐ Is prepared to take over for the president at anytime if required.
- ☐ Remembers that they are only one member of the board, does not act alone.

TRUSTEE SCORECARD for Board Secretary

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

- ☐ Knowledgeable of the board's statutory authority, bylaws and operating policies as well as parliamentary procedure.
- ☐ Takes responsibility for the board minutes, ensuring that they are a clear, concise and factual record of the meeting.
- ☐ Oversees the keeping of member attendance records.
- ☐ Oversees all correspondence on behalf of the board.
- ☐ Remembers that they are only one member of the board, does not act alone.

TRUSTEE SCORECARD for Board Treasurer

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

- ☐ Understands financial accounting.
- ☐ Serves as chairperson for the board finance committee.
- ☐ Oversees the budget process and dissemination of information to the board on budget matters.
- ☐ Reviews the annual audit.
- ☐ Remembers that they are only one member of the board, does not act alone.

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The board is aware of patron privacy protections under State law and ensures through its policies that patron information is kept confidential.					
The board is representative of the community of patrons it serves.					
The board is politically active, advocating for libraries in the public policy arena.					
The board effectively represents the library to the community.					
The board annually assesses its own performance.					
The board receives information needed to make informed decisions in a timely manner.					
The board allows time at each meeting for discussion of emerging issues and trends.					
The board encourages open discussion and expression of dissenting opinions during board meetings.					
The board speaks with one voice after a vote is taken.					
The board recognizes and thanks staff and volunteers for their accomplishments.					
The board projects a positive internal image.					
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