

## 16 WAYS TO BE AN ASSET ON YOUR BOARD

1. Serving on a library board is a significant responsibility. Take the business of the board seriously.
2. Attend all scheduled meetings of the board. If you are unable to attend a meeting because of illness or some other unavoidable conflict, notify the board chair promptly.
3. Arrive on time and stay until the meeting is adjourned.
4. Be prepared. Read the materials sent to you before the meeting.
5. Pay attention during board meetings.
6. Participate in board discussions in a positive way. Make sure your comments are brief and to-the-point.
7. Make your contributions to the whole board and not to one or two of the people sitting near you.
8. Work with your fellow board members to reach consensus on issues.
9. Abide by and support the final decisions of the board.
10. Review, understand, and abide by the board by-laws.
11. Become familiar with the library's policies
12. Attend to the business of the board and let the library director manage the internal operations of the library.
13. Use the library and get to know the library staff and the services of the library.
14. Attend continuing education events.
15. Be an advocate for the library; communicate regularly with members of the library funding body and with the public about the library.
16. Be flexible and adaptable and understand that libraries are in the process of reinventing themselves to meet the challenges of the 21<sup>st</sup> century.