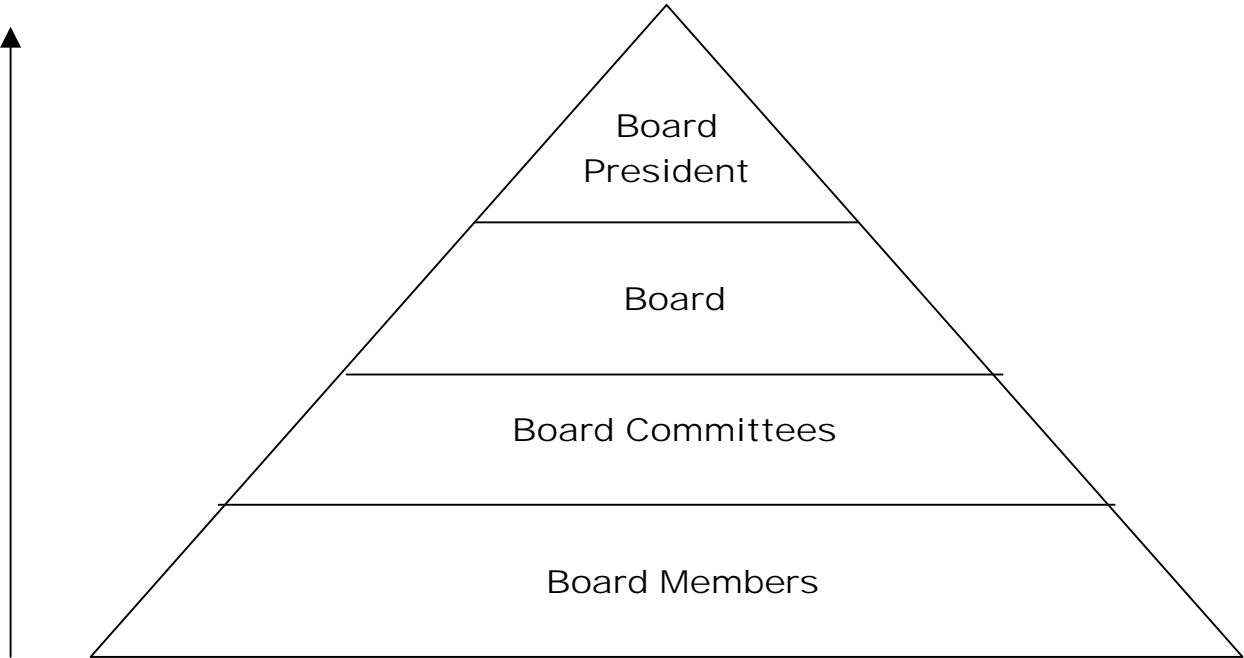


# Notes from the MHLS Board Leadership Forum 2009:

Presenters PowerPoint is available at <http://midhudson.org/funding/advocacy/main.htm>

Flip Chart pages:

*Responsibility Pyramid:*



*What is important to talk about at your meeting?*

urgent		
not urgent		
	not important	important

## Notes from the brainstorming work session at each table:

### Meetings

1. Times agenda sent in advance
2. Committee reports sent out ahead of time
3. Asking for input on agenda
4. Using a paid recording secretary
5. Flexibility
6. Use of email for communication
7. Include new business
8. Keep discussion focused
9. Parliamentarian
10. Make the most of committee structure and background work
11. Strong organizational skills
12. People walk away with action items
13. All decisions included in minutes

### Lack of Participation

- Focus on recruitment
  - Fully vested – not just attend meetings
  - Dedication
  - Inform of responsibilities beforehand

### Fundraising

- Friends → good board liaison
- One board member as chair (of fundraising committee)
- Estate planning
- Direct appeal
- Explore non-traditional means
- Work with funders
- Develop a budget

### Planning

1. Clear understanding of goals
2. Consult system, other libraries
3. Use a specific project to involve community, board
4. Focus groups, community input
5. Brainstorm with others
6. Long-range plan (5 year)
7. Surveys
8. Staff input

### Motivation

1. Recognize strengths
2. Set an example
3. Challenge

4. Morale building
5. Praise & cookies
6. Refresh the board
7. Moving the board forward
8. Remind “why a person became a board member”
9. Give a clear goal

#### Advocacy

1. Use opinion leaders in the community
2. Discuss library issues at every opportunity / board visibility
3. Communicate regularly with government reps. and key staff people
4. Be involved in events put on by other organizations
5. Newsletters – board column

#### Related MHLS Resources:

- Board Roles
  - Roles & Responsibilities: <http://midhudson.org/trustee/duties/main.php>
  - *Across the Board* issue: Roles & Responsibilities  
[<http://midhudson.org/trustee/system/atb.php>]
  - Trustee Essentials Sessions:
    - Thursday, May 7, 6:00 - 8:00pm @ MHLS Auditorium, Poughkeepsie
    - Saturday, May 16, 10:00am - 12:00pm @ Kingston Library
    - Register online: <http://calendar.midhudson.org/>
- Board Recruitment
  - Selection of Trustees: <http://midhudson.org/trustee/selection/main.php>
  - Orientation: <http://midhudson.org/trustee/orientation/main.php>
- Board Meetings: <http://midhudson.org/trustee/meetings/main.php>
- Planning: <http://midhudson.org/trustee/planning/main.php>
  - MHLS Consultation for your board: <http://midhudson.org/trustee/consulting.htm>
- Advocacy
  - Public Relations & Advocacy: <http://midhudson.org/trustee/PR/main.php>
  - Advocacy (general): <http://midhudson.org/funding/advocacy/main.htm>
- Fundraising
  - Friends of the Library: <http://midhudson.org/trustee/friends/main.php>
  - Fundraising Resources: <http://midhudson.org/funding/fundraising/main.htm>
  - MHLS Consultation for your board: <http://midhudson.org/trustee/consulting.htm>