



Trustee Handbook Book Club

Facilities

[Handbook for Library Trustees of New York State](#)

Post-Session Tool Kit for Boardroom Discussions

Book Club Reading:

Handbook for Library Trustees of NYS, Facilities (Page 65 - 68)

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Additional Resources:

- ADA Checklist for Existing Facilities, New England ADA Center,
<https://www.adachecklist.org/checklist.html>
- Basic Facility Plan Outline, Mid-Hudson Library System,
<http://midhudson.org/wp-content/uploads/2015/04/Facility-Plan-Outline-2.docx>
- Facility Resources, Mid-Hudson Library System,
<http://midhudson.org/topics/director-resources/facilities/>
- State Aid for Library Construction, New York State Library,
<https://www.nysl.nysed.gov/libdev/construc/index.html>
- Sustainable Library Certification Program, Sustainable Libraries Initiative,
<https://sustainablelibrariesinitiative.org/>
- Webinar: Building for your Future, New York State Library,
<https://www.nysl.nysed.gov/libdev/trustees/webinars.htm#160602>

Recording from Live Handbook Discussion: Tuesday, February 22, 2022 – Facilities

<https://www.youtube.com/watch?v=Yc9WxrQc9VM>

Post-Session Questions & Activities for the Board Room

The questions in this section are intended for trustees and their directors to discuss before or after a board meeting once they have read Facilities of the Handbook, or watched the Live Event Recording.

1. “Maintain a facility that meets the library’s and community’s needs,” is one of nine trustee responsibilities. What are some factors a library board should consider when maintaining the library’s facility, or building a new building?

2. Service plans (plan of service, strategic plan, long-term plan) are necessary for defining how resources and programs are carried out within your building. Take a moment to review your current board-approved plan, and highlight areas that require the use of properly maintained facilities. Does the present condition of your facilities allow your library to achieve planning goals? What things need to be done if parts of your facility hold you back?
3. Accessibility should be at the forefront of all building projects. When was the last time your library conducted an accessibility audit? If an audit was conducted recently, please take time to discuss the priority of audit items and plan for addressing notable areas needing improvement. If no audit was conducted, contact your public library system for resources to conduct a self-audit following your next board meeting.
4. The COVID-19 pandemic amplified our awareness of needing safe library environments. Take a few moments as a board to identify and discuss the policies and procedures you have in place that protect staff and patrons from natural disasters, critical emergencies and infectious illnesses. It is always challenging to predict the future, but do these plans and policies create the safest possible library space for all?
5. There are more than 9,000 public library buildings in the United States. And the amount of materials, resources and energies used to maintain, build or protect them are astronomical. Library leaders have a responsibility to care for facilities while prioritizing the environment. How does your board incorporate sustainable design into your building projects, and through operational practices? Discuss ways you can make changes today as well as in the near future.
6. Library buildings are public spaces. Making significant changes to these spaces requires public input. This is a best practice for ensuring changes meet community needs, and create the most community support. Review your library's *Facilities Plan* or *Facilities Policy* to assess how your board should address semi-major or major projects. Do either of these documents discuss how you will request input from library staff, the community and gather support? Who is responsible for this community feedback work? And how will you make certain all community voices are heard?