

**Idaho Libraries
Trustee Connections - Spring 2019**

Agenda

- 9:30 a.m. **Coffee and Networking**
- 10 a.m. **Welcome**
Kari Anderson, Incite! Consulting Group
- Review of day, housekeeping, materials overview
- 10:15 a.m. **Table introductions**
- Name, what they "do" during the day (not title), fun fact
- 10:25 a.m. **Trustee Roles and Responsibilities - presentation with group Q&A**
- Job description
 - Govern vs. support - when do you wear each hat?
 - *Speaking with one voice*
 - *What does being an "ambassador" mean, and how do I fulfill this role?*
- 10:55 a.m. **Break**
- 11:07 a.m. **Board orientation - small group discussion and report out**
- What do you wish you knew when beginning board service?
 - What's involved in the board orientation process?
 - What should a board manual include?
- 11:30 a.m. **Board Leadership - small group discussion and report out**
- The Role of the Board Chair
 - Importance of the chair/director relationship
 - Chain of command
 - Roles and responsibilities
- 12 p.m. **Lunch & networking**
- 12:30 p.m. **ICfL web overview**
- 12:45 p.m. **Board Governance - presentation and small group discussion**
- Board building
 - Education
 - Self-evaluation
 - Board life cycle and succession planning

- 1:45 p.m. **Board Operations** (running the board, not running the library)
- How to structure productive, engaging, mission-based board meetings
 - Timed agenda, consent agenda
 - Forward-facing meetings with strategic questions, mission moments, board education
 - Committee work
 - Annual calendar - policy review, director evaluation, budgeting, library events
- 2:15 p.m. **Break**
- 2:30 p.m. **Trustee Development - small group discussion and report out**
- What's happening at your library?
 - Share ideas, tools, opportunities for growth
 - Training topics and delivery methods that work
- 3:45 p.m. **Call to action**
- Q&A
 - Wrap up and session evaluation
- 4 p.m. **Adjourn**