



# New Jersey Library Trustees Newsletter

Fall 2012

## President's Column

by Margaret Shapiro, NJLTA President



The New Jersey Library Trustee Association is about to launch our new website! We've been working hard to offer

the tools trustees need to help navigate the waters of their roles and responsibilities.

On the site you will find "New Jersey Libraries: A Manual for Trustees", a publication issued by the New Jersey State Library in 2005. We no longer have print copies of this manual but you will find it online here. It is a helpful tool. We are also writing a Trustee Handbook which is chock full of advice on best practices from fellow trustees.

We will give the trustees information about Library Board basics, budgeting and money matters, construction and renovation, strategic planning, advocacy, marketing and PR. We will have legal advice on important topics from an attorney versed in NJ library law. We have a section on New Jersey Libraries. We want to feature a different library periodically to brag about all the great features of our respective libraries. Can we feature your library? Send us a story with a picture or video.

This will be a place to go to get the latest updates on legislation with links to the New Jersey State Library and other library organizations. We will be announcing all continuing education activities for trustees



throughout the state, throughout the year.

Trustees I've talked to are eager to learn about their roles in governing their libraries. We will guide you through the sometimes murky waters. You can "like" us on Facebook and Twitter and stay connected.

So look for our new website to be on-line and ready to go before Thanksgiving. We're putting the final touches on it and will announce it to our members as soon as you can log on. Technology is always moving forward and I believe this new website will be on target and up-to-date on what a trustee needs to know to perform the duties of governing their libraries.

## Greetings from Our New State Librarian Mary Chute

Hello, everyone. Since I am new both to the position of New Jersey State Librarian and to the state of New Jersey, I want to take advantage of the opportunity to introduce myself to you. I was raised in Kalamazoo Michigan; attended the University of Michigan; and upon completion of my Bachelor's Degree moved directly to Massachusetts where I attained a Master's Degree in Art

History from Boston University.

My husband, Greg, and I raised our two children in Massachusetts, where I began my library career, started and completed my Master's in Library Science at Simmons College; worked in 3 public libraries, serving as Director in two of them.

In 1997, I entered the land of State Libraries working for two and a

half years at the Maryland State Library as the public library consultant for public relations and marketing. From there I moved on to Delaware where I served for two and a half years as State Librarian.



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Upon leaving that position, I continued to work closely with the State Library community through my new position as Deputy Director for Libraries at the Institute of Museum and Library Services in Washington DC. After a decade of contributing and appreciating the national perspective, I found myself wanting to return to closer proximity to the actual shaping, delivery, and impact of library and information services on the lives of individuals, families and communities.

The New Jersey State Library, led by my colleague and predecessor, Norma Blake, has an impressive national reputation for winning awards and grants, and working

with the New Jersey library community to advance innovative initiatives, such as the New Jersey Digital Highway, Super Librarian, NJWorks, and "Snapshot Day." This reputation prompts state and local libraries throughout the nation to look to New Jersey libraries for problem solving inspiration and replicable models.

I have been on the job since mid-July, and thanks to my new colleagues and co-workers have started to feel quite at home. Much of my time since I was appointed State Librarian has been spent traveling around my new state, with an avowed goal of getting acquainted and visiting at least one library in every county by my one-year anniversary next summer.

What I have experienced so far is warmth, friendliness, and an awareness of the commitment of each library to the development of service models that meet each community's unique needs. I firmly believe that this outstanding responsiveness of New Jersey's libraries is the result of deep commitment on the part of the leadership, trustees, Friends and staff of each library. These libraries are clearly OF their communities not just located IN their communities. I consider myself extremely fortunate to have been selected as your new State Librarian and look forward to working with you all.

All the best!!  
Mary



## **What is the Matter with you People?** **(Trustees Encouraged to Register for Trustee Academy Webinars)** **A Continuing Education Opportunity for NJ Library Trustees**

*By Dennis Sandow, Trustee, Long Hill Public Library*

The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) has created the "Trustee Academy," an on-line series of webinars aimed at preparing new Trustees to understand their roles and responsibilities so that they may contribute more effectively in service to their library. The New Jersey State Library has funded a one year subscription to the Trustee Academy for 100 libraries in the state so that Trustees, either individually or as a board, may complete this series of webinars for free.

Registration for the Trustee Academy was first offered to those who attended the Trustee Institute held at the Sheraton, Eatontown this past June 2012. Since then, all 100 licenses have been reserved; a great response demonstrating the interest in trustee online training programs. The one-year licensing period runs from July 1, 2012, through June 30, 2013. Registered libraries are encouraged to have their trustees, at least their new trustees, complete the webinar series and then collaborate to work through the list of discussion items and Q&A.

The series consists of 7 individual webinars and will require about 5 hours to complete. This training may be used towards a trustee's continuing education requirements for Per Capita State Aide. Topics include:

Trustee Basics Part I & Part II

Working Effectively with the Library Director

The Library's Budget

New Jersey Per Capita State Aid with NJ State Library Data Coordinator

New Jersey Library Law

Each trustee or library board may work through the series at their own pace. The presentations are crisp and focused. They are in a logical order, and each presents, in 45 minutes or less, a thoughtful overview of concerns that a Trustee should be aware of. The PowerPoint slides are available for local printing, so that the participant can take notes during the webinar. Most of the topics discuss best practices with lessons that apply to all trustees. A group discussion of the issues presented among your own board members is recommended and can focus on how New Jersey, and your own library's practices may differ from the general concepts presented.

The 100 registered library trustees & boards have now had three months to begin using the Trustee Academy webinars. Those libraries that have not yet begun the training will lose their reservations as of January 2, 2013, and the license will be given to the next library on the waiting list.

## Where do we stand now?

- Only half the 100 registrants have activated their Trustee Academy license and have begun to use the webinars. If you haven't started yet, at least activate the account and finish the first webinar so you won't lose your reservation in January.
- There are NO libraries on the waiting list. That leaves 200 libraries in the state that do NOT have trustees registered for the Trustee Academy. So, the question is why aren't more trustees taking advantage of this

fine and **FREE** educational opportunity?

88% of us will see a reduction in millage in 2013. Trustees will have to work harder and smarter to balance resources and services to serve their communities. The Trustee Academy webinar suite can be a powerful tool to help improve that effectiveness.

Start here:

[http://www.ala.org/united/trustees/trustee\\_academy/newjersey](http://www.ala.org/united/trustees/trustee_academy/newjersey)

## Trustee awards from United for Libraries

United for Libraries is the new name for the division within the American Library Association which focused on the work of library trustees. Their website is <http://www.ala.org/united>

United for Libraries gives two awards annually to Trustee members: the ALA Trustee Citation and the United for Libraries/Gale Outstanding Trustee Conference Grant. The application deadline for both will be Dec. 31, 2012.

The ALA Trustee Citation, established in 1941 to recognize public library Trustees for distinguished service to library development, symbolizes and honors the best contributions and efforts of the estimated 60,000 American citizens who serve on library boards. It is presented during the Opening General Session of the ALA Annual Conference. Recipients are expected to be present to accept the award, and expenses for attending must be borne by the recipients or their library

organizations. Trustee service may have been performed on the local, state, regional or national level or at a combination of levels. Equal consideration is given to Trustees of libraries of all sizes. Citations may not be awarded when there is no sufficiently outstanding achievement brought to the attention of the Awards Committee. To apply, visit [http://www.ala.org/united/grants\\_wards/trustees/trusteecitation](http://www.ala.org/united/grants_wards/trustees/trusteecitation).

The United for Libraries/Gale Outstanding Trustee Conference Grant enables public library Trustees to attend the ALA Annual Conference. A grant of \$850 plus full conference registration is awarded annually to a public library Trustee who has demonstrated service to the library. The Conference Grant, made possible by an annual gift from Gale Cengage Learning, is administered by United for Libraries. To apply, visit [http://www.ala.org/united/grants\\_wards/trustees/trusteegrant](http://www.ala.org/united/grants_wards/trustees/trusteegrant).

Past winners may also be found on the websites. Applicants who have questions can email [united@ala.org](mailto:united@ala.org) for further information contact Jillian Kalonick, Marketing/Public Relations Specialist United for Libraries phone 800-545-2433, ext. 2161 fax 215-545-3821 <http://www.ala.org/united>

**New Jersey Library  
Trustee Association**

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New Jersey  
**Library Trustees**  
*Newsletter*

**Hurricane Sandy**

Just as we were finishing this edition of the Newsletter, NJ faced its biggest natural disaster in over 100 years with the destruction brought by Hurricane Sandy which devastated much of our state on October 29. At this time we do not know the extent of damage to libraries in the affected areas. Power outages have been extensive throughout the state impacting millions of residents. What we do know, however, is that those libraries which were able to open responded magnificently by giving residents a variety of much needed assistance including: the opportunity to charge electronic devices including cell

phones and laptops; access to free wi-fi; assistance with filing insurance claims; and offering a wide variety of programs which provided a much needed diversion for weary families. You and your staffs are to be commended for these tremendous efforts during this time of crisis.

The New Jersey Library Association has established a fund called "Rebuilding New Jersey's Libraries" to assist with efforts to restore library services in our devastated communities. To contribute to the fund see:  
<http://njla.org/civcrm/contribute/transaction?reset=1&id=8>.

**Do We Have  
Your Email Address?**

NJLTA sends our email messages to our members. Have you been getting yours? If not, please check with Pat Tumulty at ptumulty@njla.org and she will check our database and make sure we have your correct address. There are so many things going on that you don't want to miss out.

