

Boards and Library Directors:
The relationship you really want but are too busy to ask for.

Planning and Doing

1. Be Great!

Whatever your transformative project or journey is, now is the time for the board, board chair, and the library director to own being great. You all deserve it, your library and staff deserve it, and the community you serve deserves it.

Be aware of your transformative journey and keep a record.

- Journal / diary
- Sticky notes on your office wall
- Emails to self
- Board discussions and written reports
- Staff meetings
- Annual reports
- What else?
- ?
- ?

Integrate your transformative project habits into all your board and library director work.

1. We will continue building and strengthening our **common purpose** with the following actions:

2. We will continue to engage in **ongoing and open communication** with the following actions:

3. Chose to be Transformative.

Chose a board chair and library director led project that will be transformative for your co-leading relationship and for the library.

Transformative project does not mean a new library space or an award winning service initiative - it means that a deep change in how the board and the library director work together through:

- Building common purpose
- Engaging in ongoing, open communication
- Respecting roles and working styles

Your Project Ideas

1. _____

2. _____

3. _____

4. _____

5. What else?

Project discussion reality check:

- Project will be completed during the board chair's term of office.
- Project has clearly defined roles and responsibilities for the board chair and the library directors and ensures that the board chair is not micro-managing or digging into operations.
- Project is aligned with library's strategic goals, values, and is within the library's capacity and control.
- Project risks have been discussed and mitigated.
- Project is measurably transformative.
 - Measurable results demonstrating transformative change may be updated policies, new partnerships, increased connections with funders and local government, increased board engagement, increased trust between staff and board.

4. Be Purposeful and Reflective.

Once the board chair and library director have decided on a project idea it is time to develop a work plan. Depending on the project, you will have different work plan needs and there are many resources online and consultants available for developing detailed work plans.

Remember the importance of planning for regular ongoing open communications!

- Depending on the scope of your project, you may decide on having a project communications plan within the work plan or as a separate plan.

A basic project work plan includes:

Why?

Project purpose statement is:

Who?

A simple RACI chart (check resource section) can be very helpful for this discussion

The roles and responsibilities are:

What? & Where?

This project will result in:

We know that we have achieved the project goal by measuring/observing the following:

When?

The key dates in the project are:

The project will be completed by:

The project will be celebrated on:

Resources for starting the conversation.

Board Source

- some free resources, many are for members only
- <https://boardsource.org>

BCLTA March 2018 *Bulletin*

- includes an annotated section of resources links for board development
- <http://bclta.ca/emails/bulletin/?id=154>

Fulwider, John M. *Better Together: How Top Nonprofit CEOs and Board Chairs Get Happy, Fall in Love and Change Their World.* (2015).

- Book and companion workbook
- <http://johnfulwider.com/bettertogether/>
- informed session worksheet

Kratofilin, Ron "In the Board Room: Staying In the Loop And Out Of the Weeds".

- Blue Avocado
- <http://www.blueavocado.org/content/in-the-loop>

Sinek, Simon. Start with Why

- <https://startwithwhy.com>
- Videos, blog posts, books, TED Talks
- Organizational and personal purpose
- Values, organizational and personal behavior and workplace culture

Sloan, Kelly. *The Board and Executive Director : Developing and Nurturing an Effective Relationship.*

(2006)

- <http://volunteeralberta.ab.ca/wp-content/uploads/2016/02/The-Board-and-Executive-Director-Kelly-Sloan-1996.pdf>

Understanding Responsibility Assignment Matrix (RACI Matrix)

- Project Management.com
- <https://project-management.com/understanding-responsibility-assignment-matrix-raci-matrix/>

VPL Board Self Evaluation Tool. Shared out in 2017 through ABCPLD to all BC Public Library Directors.

Vantage Point

- <http://www.thevantagepoint.ca>

Email Babs Kelly at execdir@bclta.ca for worksheet in Word format.

