



## **The Trustee/Director Webinar Series sponsored by ILF and People Connect Institute**

The series begins Tuesday, Sept. 20 from 8 to 9 am. Please contact the ILF office for the special code to receive \$10 off the \$29 non-member price. [Note: The ILF receives a rebate of \$9 for each webinar in Indiana!]

### **The Trustee Training Series: Setting Policy**

Providing a positive experience for library patrons and employees is critical to the success of any library organization. Setting policies is one of the methods of ensuring that it happens. The board of trustees assists the director in making policies and policy decisions. Trustees sometimes ask, "What policies should we create and how should we do it?" This professional, current and interactive webinar helps trustees with three important questions about creating policy: *Why are written policies necessary and important? How should policies be developed? What policies should a library have [and not have]?*

### **Long-Range Planning, Part 1 on Tuesday, Sept. 27<sup>th</sup> from 8 to 9 am**

Long-range plans provide libraries with direction and a vision for the future. A well-written plan ensures that programming and services meet the current and future needs of the community in order to secure funding and justify the need for additional library resources. This professional, current and interactive webinar for trustees focuses on the foundational steps to creating a Long-Range Plan including the library's mission, vision, goals, and activities. We'll also examine the question of "who" should assist the board and trustees in the planning process.

**Skip a week.**

### **Then Long-Range Planning, Part 2, Tuesday, Oct. 11<sup>th</sup> from 8 to 9 am**

A single library or library system cannot provide every service required by the community.

When writing a long-range plan for the library, there's much to consider in the creation of the goals and objectives. This professional, current and interactive webinar for trustees, *Long-Range Planning, Part 2*, focuses on the how-to's of writing the goals and objectives for the plan. We'll examine:

- The ASPB Method of writing our goals
- The critical questions to ask when developing objectives for our goals
- Using an Action Plan to allocate responsibilities and resources
- Methods of Measuring the progress and success of your plan

### **How to Hire a Director on Tuesday, Oct. 18 from 8 to 9 am**

You or your board may never face the responsibility of selecting a new director, but trustees who undertake this process must understand the importance of the decision and the far-reaching and often long-term effects. This professional, current and interactive webinar examines some of the legal things trustees need to know when considering their decisions and processes; discusses the important and sometimes hidden things to look for in hiring a director and gives attendees a series of steps to follow in the process to the hiring the right individual.

-----

#### About the Presenters

Andrew Sanderbeck --Andrew has been developing and conducting training seminars for libraries and library organizations for more than 10 years. He has presented web-based, online, and face-to-face sessions on management and leadership, customer service and communication skills in the U.S. and numerous countries around the world. He is the founder of the PCI Webinars.

Robert Mallon ~ Robert Mallon is a nationally-known professional speaker and consultant based in Atlanta, Georgia. He has over 27 years of business experience and has a great passion for “growing” people and organizations while helping them to live up to their full potential. This has turned into his life mission. Organizational leaders look to Robert Mallon for facilitation, fact finding and problem solving. His genuine concern, coupled with his keen discernment, business and leadership experience, make him a wise, thought-provoking and effective presenter and facilitator.

Linda Bruno ~ Linda has been developing and conducting training seminars for more than ten years. Certified with Development Dimensions International and Achieve Global, she also offers her own workshops on Customer Service, Supervisory Skills, Personalities, Organizational Skills, Effective Communication, Returning Balance to Your Life, and many other topics.

Ned Parks ~ Ned has been developing and conducting training seminars for libraries and library organizations for more than five years. Ned takes his passion for helping others to find their areas of strength and improvement by providing humor-filled leadership and motivational webinars and seminars on dealing with the challenges of everyday life. Ned takes it one step further – he gives participants tangible ideas they can use as soon as they leave the event.