

You and your board members are invited to attend both of these online workshops presented by Clairellyn Sommersmith, Assistant Director of Winnefox Library System. Please share the information with your trustees.

Trustee 201

Date: Wednesday, June 2, 2021

Time: 6:30 – 8:00pm

Register here:

<https://us02web.zoom.us/meeting/register/tZlscOmtqi0qEtDYujzvYAMFdnlh6ZkSWNnc>

Clairellyn will discuss the different aspects of the trustee's job, and you'll have a chance to meet and network with trustees from other area libraries. Topics covered will include:

- the library board's relationship with the library director
- hiring, evaluating, disciplining, and terminating a library director
- personnel policies
- the library board and other library staff

Trustee 301

Date: Wednesday, July 7, 2021

Time: 6:30 – 8:00pm

Register here:

<https://us02web.zoom.us/meeting/register/tZEpcumurTwoHdA9MNuyS5vJzI23IeJNB70v>

Clairellyn will discuss different aspects of Wisconsin's open meetings law and the Records Retention Schedule for Wisconsin public libraries, and you'll have a chance to meet and network with trustees from other area libraries. Topics covered will include:

- agendas and posting meetings
- closed sessions
- meeting minutes
- records retention under Wisconsin law

If you missed the Trustee 101 workshop, you may view the recording and slide deck at our [Resources from 2021 Trustee Webinars](#) page.

Also, please save the dates for the annual Trustee Training Week series of 5 webinars: Noon – 1pm on August 23 – 27, 2021.

Best wishes,
Joy

Joy Schwarz, Continuing Education/Training Librarian
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