

## FRIENDS OF CHANHASSEN LIBRARY (FOCL) BOARD OPERATING PRINCIPLES

### **OPERATING PRINCIPLE ONE: Library Advocate.**

Each board member pledges a high level of support for FOCL programs.

Collectively the board will seize opportunities to fulfill the mission as laid out in the FOCL Strategic Plan.

### **OPERATING PRINCIPLE TWO: Planning, Goal Setting and Accountability.**

The board is committed to a comprehensive planning process leading to mutually acceptable goals.

The plan shall prescribe responsibilities for each board and committee member.

Board members will set goals regularly to ensure their continued growth and development as well as the growth and development of FOCL.

### **OPERATING PRINCIPLE THREE: Board Decision Making.**

The Board is committed to using the following guidelines for decision-making. We will

Gather all available pertinent facts.

Organize and analyze the collected data.

Allow time for reflection throughout the process.

Encourage the consideration of multiple solutions.

Make a decision by a vote as designated by our by-laws.

Provide a plan to implement the decision.

Support the decision.

Evaluate the decision.

## **FRIENDS OF CHANHASSEN LIBRARY (FOCL) OPERATING PRINCIPLES (Cont'd)**

### **OPERATING PRINCIPLE FOUR: Fiscal responsibility**

Each department will be provided a yearly budget.

The board will need to approve any expenditure over \$500 dollars.

### **OPERATING PRINCIPLE FIVE: OPEN COMMUNICATION**

Effective communication requires high levels of trust.

Board members will be honest and direct with each other and will replace rumors with facts.

### **OPERATING PRINCIPLE SIX: Positive Board Relationships**

Each person is accountable to the board for his/her own actions.

Each member will be receptive to divergent views of other members.

We will work to resolve conflict directly in supportive ways.

We will refrain from speaking negatively about other board members.

We shall look for and recognize the positive contributions of each board member.

We shall seek ways to turn obstacles into opportunities.

We shall maintain a sense of hope, optimism and humor in working together.

### **OPERATING PRINCIPLE SEVEN: Handling Public Concern**

Listen to the concern.

Express appreciation to the individual for presenting the concern.

Affirm the desire to reach a satisfactory solution.

## **FRIENDS OF CHANHASSEN LIBRARY (FOCL) OPERATING PRINCIPLES (Cont'd)**

### **OPERATING PRINCIPLE EIGHT: Meeting Agenda**

We choose to conduct Board Meetings in an open and orderly fashion.

The Board values input by all members of FOCL and they may attend any or all meetings.

Board meeting agendas are developed cooperatively between the President and the Executive Director and sent out by the secretary.

Board member agendas should be distributed in advance to allow opportunities for members to suggest additional agenda items and to encourage informed discussion.

Length of meetings and the agenda should be well planned to reflect the items for discussion.

When teams are established for specific topics that require drafts/interim/final reports, these should be distributed to all board members at least 3 days before the board meeting. This will help with discussion at the meeting.