



# Pioneer Library System

## Board Basics – February 2018

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# TRUSTEE ROLES

# ROLE OF A TRUSTEE

- Duty of Care -
- Duty of Loyalty -
- Duty of Obedience -

# TRUSTEE RESPONSIBILITIES

# Trustee Responsibilities

Hire Director

Planning

Mission

Facility

Policies

Advocacy

Finances

Meetings

# TRUSTEES AND THE DIRECTOR

**The board's role is to govern the library** to approve policy, secure adequate funding and hire a competent, qualified library director.

**The director's role is to manage the library** to implement the board's policies on a day to-day basis, manage the staff and help lead the library forward in the best way possible to meet the needs of the community.

# DECISION MAKING

# COLLECTIVE AUTHORITY

**The board speaks with one voice  
once a decision has been made.**

“Debate, discussion, and even disagreement over an issue are an important part of policy development and the decision making process. However, every trustee has an ethical obligation to publicly support an adopted board decision.”



# OPEN MEETINGS LAW

- **Public Comment** -
- **Board Minutes** -
- **Executive Session** -

# RESOURCES

Library Trustees Association of New York State: [www.librarytrustees.org](http://www.librarytrustees.org)

New York State Division of Library Development: [www.nysl.nysed.gov/libdev](http://www.nysl.nysed.gov/libdev)

United for Libraries (formerly the Association of Library Trustees, Advocates, Friends and Foundations): [www.ala.org/united](http://www.ala.org/united)

NYS Committee on Open Government: [www.dos.ny.gov/coog](http://www.dos.ny.gov/coog)

Mid-Hudson Library System Trustee Resources: [midhudson.org/trustee/main.php](http://midhudson.org/trustee/main.php)

Public Library Law in New York State by Allan Carter:  
[www.nyla.org/images/nyla/files/Public\\_Library\\_Law.pdf](http://www.nyla.org/images/nyla/files/Public_Library_Law.pdf)

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