If you had to identify, in one word, the reason why the human race has not achieved and, never will, achieve its full potential, that word would be “meetings.” - Dave Barry
AGENDA

- Preparation
- Agenda
- Meeting Focus
- Decision Making
- Open Meetings Law
Preparation
Before the Meeting Checklist

- Bring Discussion Points to the President and/or Director
- Prepare Committee Reports
- Send Board Packet at Least One Week in Advance
- Read/Review/Understand the Board Packet
- Ask Clarifying Questions
AGENDA
Have an Agenda
Always
No Excuses
Meeting Agenda

Board Meetings should have pre-planned objectives with a specific agenda. All trustees should have input on the agenda and the items should be built around action items. Your agenda should be specific, clear, and relevant.
Sample Agenda

i. Call to order and roll call of members
ii. Pledge of Allegiance
iii. Adoption of agenda
iv. Approval of prior meeting minutes
v. Period for public expression
vi. Correspondence
vii. Personnel Actions Report
viii. Treasurer/Finance Officer’s Report
   a. Report of receipts and disbursements
   b. Warrants
   c. Presentation of projected cash flow
ix. Director’s and Department Heads’ reports
x. Committee reports
xi. Old Business
xii. New Business
xiii. Period for public expression
xiv. Dates of future board meetings
xv. Other Business
   a. Executive Session re: Director’s Annual Performance Evaluation
xvi. Adjournment
## Call to order
Adoption of the Agenda
Approval of the Minutes of the April 2018 Board Meeting

## Communication and Reports:
   Action: Vote  
   Doc 1805-3a
2. Approve warrants (list of bills paid) – Cindy Gardner  
   Action: Vote  
   Doc 1805-3b
   Action: Vote  
   Doc 1805-3c
4. Executive Director Report: Lauren Moore  
   Action: Discuss  
   Doc 1805-4
5. Team Board Report: Ron Kirspop  
   Action: Discuss  
   Doc 1805-5
   Action: Vote  
   Doc 1805-6
7. PLSDAC Liaison’s Report: Elizabeth Bowby  
   Action: Discuss  
   Doc 1805-7
8. Committee Reports:
   - Finance Committee Report  
   No report
   - Personnel Committee Report  
   No report
   - Policy Committee Report  
   No report
   - Audit Committee Report  
   No report

## Old Business:

## New Business:
1. Approve Personnel Change Report  
   Action: Vote  
   Doc 1805-8
2. Annual Dinner Update: Lauren Moore  
   Action: Discuss  
   Doc 1805-9
3. Appoint Construction Grant Committee: Christine Ryan  
   Action: Vote  
   Doc 1805-10
4. Appoint Pioneer Award Committee Chair: Christine Ryan  
   Action: Vote  
   Doc 1805-11
5. Approve Long Island University Payment: Lauren Moore  
   Action: Vote  
   Doc 1805-12
6. Approve Proquest Contract for Ancestry: Lauren Moore  
   Action: Vote  
   Doc 1805-13
7. Approve 2019-2020 Holiday Schedule: Lauren Moore  
   Action: Vote  
   Doc 1805-14

## Next Meeting: Wednesday, June 13, 2018 at the Pioneer Library System
Meeting Focus
The most effective boards concentrate their time and energy on a few issues that will have a major impact on the library's future

- Focus your attention on issues that really matter
- Use the board's time and structure to pursue important issues
- Clarify or define the issues to keep a focused discussion
- Ensure that the board works as an effective unit and use all parts of the board
Board Committees

- Committees recommend policy for approval by the entire board
- Committees use board members' expertise but ensure diversity of opinions on the board
- Committees do not supplant responsibility of each board member
- Common Standing Committees: Personnel, Budget/Finance, Policy/By Laws, and Facilities
Common Standing Committees

1. Executive
2. Personnel
3. Budget/Finance
4. Policy/By Laws
5. Facilities
6. Development/Planning
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.”
ATTENDANCE

• Regular attendance is essential for information and quorum

• The Board President or director should be notified in advance if attendance is not possible

• Define what constitutes as a satisfactory excuse for absence in the library’s by-laws
Open Meetings Law

- Public Comment -

- Quorum -

- 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)

Pioneer Library System Trustee Resources: [https://pls-net.org/pls-resources/trustee](https://pls-net.org/pls-resources/trustee)


**Contact:**

Lauren Moore (lmoore@pls-net.org), Executive Director

Ron Kirsop (rkirsop@pls-net.org), Assistant Director
Learning Objectives:

1. Gain an understanding of the legal structure of public libraries in New York.
2. Be aware of laws and regulations pertaining to public libraries.
3. Become familiar with reliable resources to consult when you need information.
Legal Structure of Libraries

1. Association Libraries
2. Municipal Public Libraries
3. School District Public Libraries
4. Special Legislative District Public Libraries
Key Laws Impacting Your Library
Education Law

- Power of Trustees (Ed Law 226)
- Library Taxes (Ed Law 259)
Commissioner’s Regulations

- Certification of Public Librarians (90.7)
- Appointment of Library Personnel (90.8)
- Minimum Standards for Public Libraries (90.2)
- State Library Construction Aid (90.12)
Civil Practice Law

Confidentiality of Patron Records
Civil Service Law

Each geographic area has its own civil service commission with slightly different procedures.
General Municipal Law

- Bidding and Procurement
- Municipal Finances
- Annual Financial Update Document
- Conflicts of Interest
Public Officers Law

- Oaths of Office
- Open Meetings
- Freedom of Information
Office of the State Comptroller

- Tax Cap
- Audits of Local Governments
- Mitigating Financial Risk
Office of the State Comptroller

• Tax Cap
• Audits of Local Governments
• Mitigating Financial Risk
Non-Profit Revitalization Act

- Conflict of Interest
- Whistleblower Policy
Resources

Library Trustees Association of New York State: www.librarytrustees.org
New York State Division of Library Development: www.nysl.nysed.gov/libdev
United for Libraries (formerly the Association of Library Trustees, Advocates, Friends and Foundations): www.ala.org/united
NYS Committee on Open Government: www.dos.ny.gov/coog
Pioneer Library System Trustee Resources: https://pls-net.org/pls-resources/trustee

Contact:

Lauren Moore (lmoore@pls-net.org), Executive Director
Ron Kirsop (rkirsop@pls-net.org), Assistant Director