



Pioneer Library System

Running Effective Meetings

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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

Preparation

Agenda

Meeting Focus

Decision Making

Open Meetings Law



AGENDA

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		Doc 1805-1
Approval of the Minutes of the April 2018 Board Meeting		Doc 1805-2

Communication and Reports:

1. Financial Report: Approve Cash Activity Report – Cindy Gardner	Action: Vote	Doc 1805-3a
Approve warrants (list of bills paid) – Cindy Gardner	Action: Vote	Doc 1805-3b
Budget Report – March 18 YTD- Cindy Gardner	Action: Vote	Doc 1805-3c
2. Executive Director Report: Lauren Moore	Action: Discuss	Doc 1805-4
3. Team Board Report: Ron Kirsop	Action: Discuss	Doc 1805-5
4. Central Library Budget Report: Cindy Gardner	Action: Vote	Doc 1805-6
5. PLSDAC Liaison's Report: Elizabeth Bowlby	Action: Discuss	Doc 1805-7
6. 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

Hire a Director

Mission

Policies

Finances

Planning

Facility

Advocacy

Meetings

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

OPEN MEETINGS LAW

- Public Comment -
- Quorum -
- Board Minutes -
- Executive Session -

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>

Public Library Law in New York State by Allan Carter:
www.nyla.org/images/nyla/files/Public_Library_Law.pdf

Contact:

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





Pioneer Library System

Legal Basics for Libraries

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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.

HIERARCHY OF...

Laws

Regulations

Opinions

Charter

Bylaws

Policies

Procedures

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

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NON-PROFIT REVITALIZATION ACT

- Conflict of Interest
- Whistleblower Policy

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