

Pioneer Library System Trustee Job Description and Duties Statement

Mission: To improve and expand library service in Livingston, Ontario, Wayne and Wyoming counties through leadership, education, advocacy and enhanced resource sharing.

Pioneer Library System Board members are generally elected at the System Annual Meeting in October and appointed for a five-year term, beginning on the following January 1. Term limits are for one full five-year term. Nominations come from each of the county library advisory councils and from the Central Library, when a seat for one of their representatives has expired. Two trustees from each of the four Pioneer Library System counties plus a trustee representing the Central Library (Geneva) make up the Board. In addition, the Director's Advisory Council has a liaison to the board, and System and Central Library staff act as staff to the board. When vacancies occur before the end of a Trustee term, the PLS Board appoints a replacement. Such Trustees serve until the next Annual Meeting.

Monthly Board meetings are held on the second Wednesday of the month at 5 p.m., usually in Canandaigua and generally run one to two hours in length. They are advertised in compliance with the Open Meetings Laws and are considered public meetings. There are 6 - 11 meetings a year, including the Annual Membership Meeting in October. In addition, each board member serves on a committee (Personnel, Finance or Facilities). Committee meetings occur as needed and are usually held on the same day as the full board meeting – either immediately prior to or following the full Board meeting.

Board officers include President, Vice-President, Corresponding Secretary and Treasurer. The Assistant Director acts as Recording Secretary, the Director is Fiscal Officer, and the Business & Personnel Manager is bookkeeper – preparing all audits and financial reports, under the direction of the Director. A Certified Public Accountant performs an independent annual audit of the financial books.

The Pioneer Library System provides its Board members with Officers' and Directors' Liability Insurance coverage and travel reimbursement for meeting attendance.

System Board members are expected to attend every meeting. Because it is important that trustees be well-informed about library issues and concerns – local, State and National – reading material is sent out electronically a week prior to the meeting. A typical packet includes proposed meeting agenda, minutes of the last meeting, financial report, staff reports, committee reports, and various correspondence to be considered. Trustees are selected to represent a certain library or group of libraries, but once on the Board, they act in concert to insure the best possible delivery of services to members and the public in the four county region. The Board hires the Director and she/he hires and supervises System staff and services. Budgets are prepared by staff in consultation with the Finance Committee and then ratified by the entire Board. The Board sets policy; the staff implements policy and establishes procedures.