



Pioneer Library System

ROLES & RESPONSIBILITIES 2018

TRUSTEE AND DIRECTOR WORKSHOP

Learning Objectives:

1. Explain the Three Roles of a Trustee
2. Identify the Different Responsibilities of the Board and Director
3. Prepare a Meeting Agenda
4. Evaluate Current Board Culture

Helpful Resources:

- **Handbook for Library Trustees of New York State:** <http://pls-net.org/TrusteeHandbook>
- **Handbook for New Public Library Directors in New York State:** <http://pls-net.org/DirectorHandbook>
- **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

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Roles of a Trustee

“The New York State Board of Regents, the institution responsible for the chartering and oversight of education corporations in New York, describes the duties of trustees as those of “Care, Loyalty and Obedience.” All actions must be taken with these principles in mind.”

– Handbook for Library Trustees of New York State, page 15

Duties of a Trustee:

Duty of Care: A trustee or board member must act in good faith and exercise the degree of diligence, care and skill that an ordinary prudent individual would use under similar circumstances in a like position.

Duty of Loyalty/Conflict of Interest: Trustees/board members owe allegiance to the institution and must act in good faith with the best interest of the organization in mind. The conduct of a trustee/board member must, at all times, further the institution’s goals and not the member’s personal or business interests...A trustee/board member should avoid even the appearance of impropriety.... Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.

Duty of Obedience: A trustee/board member has a responsibility to insure that the institution’s resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

Board & Director Responsibilities

“The board’s role is to govern the library...the director’s role is to manage the library.”

– Handbook for New Public Library Directors in New York State, page 31

Who Does What?

After each statement write “B” if the board is responsible for the item or “D” if the library director is responsible for the item.

1. Create library positions, establish salaries, and appoint staff. _____
2. Select, hire, manage, and supervise the library staff. _____
3. Create, develop, and continuously review the mission of the library. _____
4. Develop and implement services that support the mission. _____
5. Communicate the library’s mission to staff and community. _____
6. Operate under written bylaws. _____
7. Write and review policies. _____
8. Ensure that practice and policy are aligned. _____
9. Develop annual budget. _____
10. Present written budget requests to funding agencies. _____
11. Ensure that proper policies and procedures are in place to mitigate financial risk. _____
12. Oversee selection and ordering of all library materials. _____
13. Secure adequate funds to carry out library operations. _____
14. Evaluate the effectiveness of library programs and services. _____
15. Maintain a facility that meets the library and community needs. _____
16. Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations. _____

Note: Working Together: Roles & Responsibilities Guidelines, Handbook for New Public Library Directors in New York State, page 107

Board Meetings – Best and Worst

1. Think about one of the best meeting you have ever attended, what made that meeting so exceptional?

2. Think about one of the worst meeting you have ever attended, what hindered that meeting?

Board Meetings – Sample Agenda

“A consistent and business-like agenda is essential for the efficient conduct of library business”

– Handbook for Library Trustees of New York State, page 32

Call to order

Adoption of the Agenda	Doc 1809-1
Approval of the Minutes of the August 2018 Board Meeting	Doc 1809-2

Public Comment

Communication and Reports:

1. Financial Report: Approve Cash Activity Report – Cindy Gardner	Action: Vote	Doc 1809-3a
Approve warrants (list of bills paid) – Cindy Gardner	Action: Vote	Doc 1809-3b
Budget Report – August 18 YTD- Cindy Gardner	Action: Vote	Doc 1809-3c
2. Executive Director Report: Lauren Moore	Action: Discuss	Doc 1809-4
3. Committee Reports:		
Finance Committee Report		No report
Personnel Committee Report		Doc 1809-8
Policy Committee Report:		No Report
Audit Committee Report		No report

Old Business:

New Business:

1. Discuss Strategic Planning Process	Action: Discuss	Doc 1809-9
2. Approve 2018 Amended Budget: Lauren Moore	Action: Vote	Doc 1809-3c
3. Approve \$23,561.79 Payment to Dell: Lauren Moore	Action: Vote	Doc 1809-11
4. Approve \$27,694.18 Payment to Van Bortel Ford: Lauren Moore	Action: Vote	Doc 1809-12
5. Discuss Collection Development and Reconsideration of Materials Policy: Policy Committee	Action: Discuss	Doc 1809-13

Next Meeting: [Date and Time]

Reminders: [Important reminders]

Adjourn

Board Meetings – Open Meetings Law

“All public libraries in New York, including association libraries, are subject to the Open Meetings Law... This law requires that board meetings must be properly posted and advertised and open to the public.”

– Handbook for Library Trustees of New York State, page 29

1. What types of things should you include in your Public Comment Policy? (Check all that apply)

- Time Restrictions
- Limitations on topics
- Comment time before the meeting
- Comment time after the meeting
- Code of Conduct

2. Which statements are true about Meeting Minutes? (Check all that apply)

- They should be transcript of all discussions that took place during the meeting.
- They can contain a summary of the conversations that took place during the meeting.
- They should include all motions, proposals, and formal actions made by the board.
- Meeting minutes are not necessary.

3. When should Meeting Minutes be made available to the public?

- a. Immediately after the meeting.
- b. One week after the meeting they were taken.
- c. Two weeks after the meeting they were taken.
- d. Three weeks after the meeting they were taken.
- e. Once they are approved at the next meeting.

3. What are the reasons you should go into Executive Session? (Check all that apply)

- To approve salaries.
- To approve financial decisions.
- Pending or current litigation.
- The medical, financial, credit or employment history of a particular person leading to appointment, employment, suspension, or removal of a particular
- For planning meetings discussing the future of the library.
- The proposed acquisition, sale or lease of real property.
- To remove the public when the board will be talking about an uncomfortable topic.