

# Trustee Roles & Responsibilities

Cassie Guthrie, Library Director



**STLS**

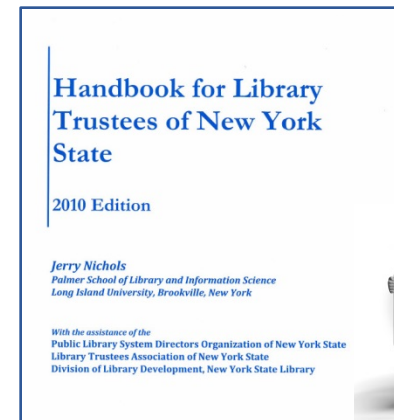
Southern Tier Library System  
Connecting Community Libraries

*"Continuing Crucial Connections" Workshop*  
July 13, 2015

# What You Hope to Learn

# Agenda

- The Library Network in New York State
- Legal Structure and Education Law
- **Role** of a Library Trustee (according to the Board of Regents)
- Nine Essential Trustee **Responsibilities**
- Where to Go for More Information



# The Library Network in New York State

Board of Regents



Commissioner of Education



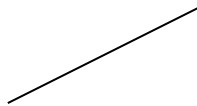
Deputy Commissioner of Cultural Education



State Librarian



Division of Library Development (DLD)



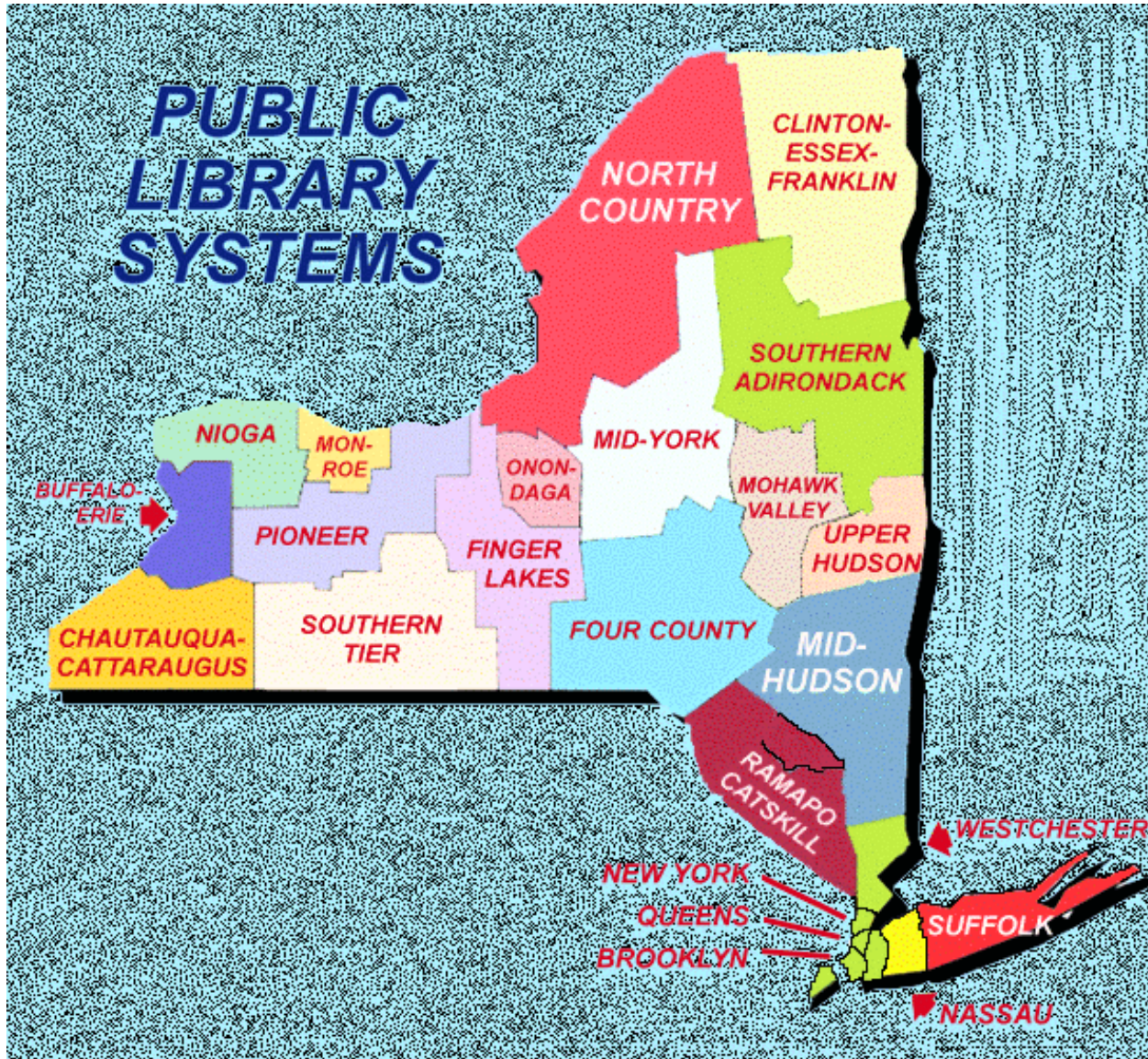
**Reference and Research  
Library Resources Systems (3Rs)**  
-College/University Libraries  
-Hospital Libraries  
-Special Libraries

**Public Library Systems**  
-Public Libraries  
-Association Libraries  
-Correctional Libraries

**School Library Systems**  
-BOCES  
-School Libraries



# The Library Network in New York State



- Shared delivery service
- Shared circulation system
- Centralized cataloging and interlibrary loan
- Continuing education
- Consulting on a wide variety of library topics



STLS

Southern Tier Library System

*Connecting Community Libraries*

- Construction grant assistance
- NYS Annual Report assistance
- Website / e-mail hosting
- Local link to the NYS Library (legal issues, charters, etc.)

# Legal Structure & Education Law

In STLS:

- 29 Association Libraries;
- 4 School District Public Libraries;
- 5 Municipal Public Libraries;
- 1 Special Legislative District Public Library (5 locations)



**STLS**

Southern Tier Library System  
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*Pages 7-8 Trustee Handbook*

# Legal Structure & Education Law

## Minimum Standards: Commissioners Regulation 90.2

1. Written Bylaws
2. Long Range Plan of Service
3. Annual Report to the Community
4. Written Board Approved Policies
5. Present Written Budget Annually to Funding Agencies
6. Evaluate Effectiveness
7. Minimum Hours Open
8. Maintain Adequate Facility
9. Provide Equipment + Connections to Meet Community Needs
10. Distribute Printed Info.
11. Employ a Paid Director in accordance with Reg. 90.8



*Pages 9-10 Trustee Handbook*



# Legal Structure & Education Law

## Minimum Standards: Commissioners Regulation 90.2



### Library Development

New York State Library

Search NYSL

NYSED / OCE / NYSL / DLD / [Helpful Information...Minimum Public Library Standards](#)

### Helpful Information for Meeting Minimum Public Library Standards

Prepared By The Library Development/Public Library System Directors Organization Minimum Standards Task Force

The University of the State of New York  
State Education Department  
New York State Library  
Division of Library Development  
June 1996; *revised 2001, 2002*

Table of Contents

[Introduction](#)

Helpful Information for Meeting:

[STANDARD #1: WRITTEN BYLAWS](#)

[STANDARD #2: LONG-RANGE PLAN](#)

[STANDARD #3: REPORT TO THE COMMUNITY](#)

# Legal Structure & Education Law

## Library Laws and Regulations

As education corporations, libraries are subject to a wide range of federal, state and local laws, rules and regulations.



*Pages 6-7 Trustee Handbook*

# Open Meetings Law

The screenshot shows a web browser window with the URL [www.dos.ny.gov/coog/openmeetlaw.html](http://www.dos.ny.gov/coog/openmeetlaw.html). The browser's address bar and tabs are visible at the top. The website header includes the New York State logo and the text "State" and "State Agencies". Below this is the "COMMITTEE ON OPEN GOVERNMENT" logo, featuring the New York State seal and the names of Governor Andrew M. Cuomo and Secretary of State Cesar A. Perales. A navigation menu includes links for "DOS Home", "Committee Home", "I would like to...", "Freedom of Information Law (FOIL)", "Open Meetings Law (OML)", and "PPPL". The main content area is titled "Open Meetings Law" and lists "PUBLIC OFFICERS LAW, ARTICLE 7" and "OPEN MEETINGS LAW". A list of sections follows: Section 100. Legislative declaration; Section 101. Short title; Section 102. Definitions; Section 103. Open meetings and executive sessions; Section 104. Public notice; Section 105. Conduct of executive sessions; Section 106. Minutes; Section 107. Enforcement; Section 108. Exemptions; Section 109. Committee on open government; Section 110. Construction with other laws; Section 111. Severability. To the right of the text is the "OML Open Meetings Law" logo. A "News" sidebar on the far right lists several dates and topics, including "Februa", "Where", "Decem", "Novem", "April 3", "offers", "or por", "crim", "Februa", "Regar", "Meetin", and "Effecti".



*Pages 19-20 Trustee Handbook*

# Collective Authority and One Voice

“Individual trustees, regardless of their position on the board, do not have the power to command the services of a library staff member, nor to speak or act on behalf of the library unless they have been specifically granted that authority by a vote of the board.”



*Page 17 Trustee Handbook*

# Role of a Trustee

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



# Duty of Care

“A trustee 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.”

- Be present, prepared and curious!
- Fiduciary responsibility
- Exercise personal judgment

# Duty of Loyalty

“Trustees owe **allegiance to the institution** and must act in good faith with the best interest of the institution in mind. The conduct of a trustee must, at all times, **further the institution’s goals** and not the member’s personal or business interests.....A trustee should avoid even **the appearance of impropriety... ”**

- Up-to-date Conflict of Interest policy
- Avoid even the appearance of a conflict of interest
- Put the Library first!



# Duty of Obedience

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

- Know & understand the library’s mission
- Be aware of important law and regulations
- Be certain that your Library’s resources are solely dedicated to Library purposes



# Role of a Trustee



The library board is a very powerful entity – in it rests the final responsibility to see that the library provides the best possible service to its community.

# The Nine Essential Trustee Responsibilities

- 1) Create and develop the mission of the library
- 2) Select, hire and regularly evaluate a qualified library director

Library board GOVERNS; Library director MANAGES

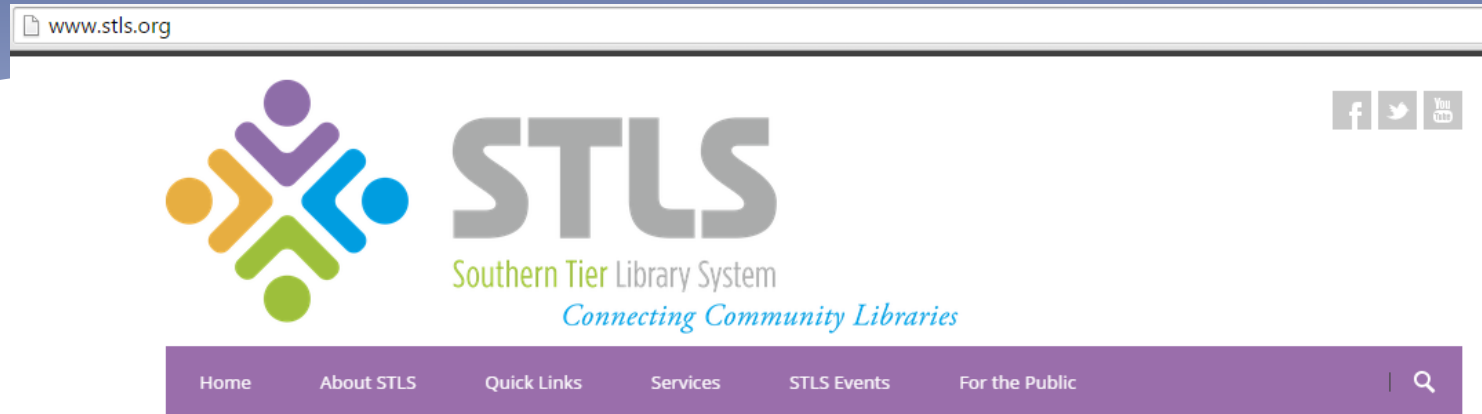
# The Nine Essential Trustee Responsibilities

- 3) Secure adequate funding for the library's service program;
- 4) Exercise fiduciary responsibility for the use of public and private funds;
- 5) Adopt policies and rules regarding library governance and use;
- 6) Regularly plan and evaluate the library's service program;

# The Nine Essential Trustee Responsibilities

- 7) Maintain a facility that meets the library's and community's needs;
- 8) Promote the library in the local community and in society in general;
- 9) Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

# Where To Go For More Information



# Where To Go For More Information

www.librarytrustees.org

**LTA** LIBRARY TRUSTEES ASSOCIATION OF NEW YORK STATE  
*Connecting trustees through advocacy, recognition and education*

Facebook Twitter

ITPA Policy Database  
Search Hundreds of Library Policies

Category: Acceptable Patron Behavior

SEARCH > Advanced Search

Home Site News About Us Membership Trustee Education Newsletter Resources & Links Contact Login



**New This Month**

- [Handbook Highlight – The Library Network in New York State](#)
- [New York State Library Announces Continuation of Electronic Products for NOVELNY](#)
- [IMPORTANT REMINDER: State Law Requires Every Public Library Trustee to take an Oath of Office](#)
- [You're Invited! "Continuing Crucial Connections" by LTA & STLS](#)
- [Library Trustees of New York board member, John Eberhardt, Jr. passed away on June 12, 2015.](#)
- [Ask Joe Eisner: Are You Complying with the Open Meetings Law? A Model Policy to Double Check](#)

**Continuing Crucial Connections**  
Fred & Harriet Taylor Memorial Library Hammondsport, NY

**Continuing Crucial Connections**

Open invitation to all trustees and directors. RSVP by July 9.  
[REGISTRATION FORM](#) (preferred)  
or send an e-mail to: [connections@librarytrustees.org](mailto:connections@librarytrustees.org)

**2015 Trustee Institute**  
Syracuse, NY -- May 1st and 2nd  
"Crucial Connections"

[Click Here for More Institute Photos](#)

# Where To Go For More Information

## Public Library Finance and the Trustee's Fiduciary Responsibilities

A Webinar sponsored by the New York State  
Division of Library Development and the  
Library Trustees Association of New York State  
December 4, 2014



Presented by: Jerry Nichols, Director, Palmer Institute for Public Library Organization and Management;  
Palmer School of Library and Information Science  
Long Island University; LIU Post.

## The Critical Partnership: Public Library Trustees and Directors

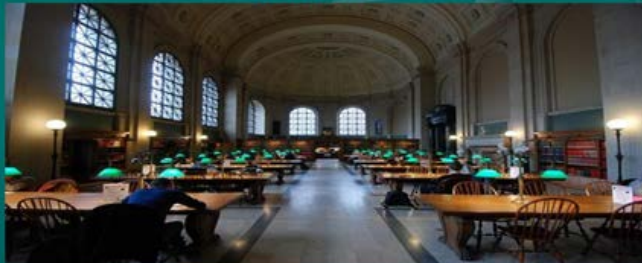
A Webinar sponsored by the New York State  
Division of Library Development and the  
Library Trustees Association of New York State  
June 10, 2014



Presented by: Jerry Nichols, Director, Palmer Institute for Public Library Organization and Management;  
Palmer School of Library and Information Science  
Long Island University; LIU Post.

## Basic Library Law for Trustees

A Webinar sponsored by the New York State  
Division of Library Development and the  
Library Trustees Association of New York State  
November 8, 2013



Presented by: Jerry Nichols, Director, Palmer Institute for Public Library  
Organization and Management; Palmer School of Library and Information Science  
Long Island University; LIU Post.

## What Every Trustee Should Know

A Webinar sponsored by the New York State  
Division of Library Development  
June 11, 2013



Presented by: Jerry Nichols, Director, Palmer Institute for Public  
Library Organization and Management; Long  
Island University; LIU Post.

What Every Trustee Should Know

June 11, 2013

# Questions?