BOARD OF TRUSTEES SELECTION AND ELECTION POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS By-Laws Article III Membership; Article IV Sections 1 and 3.

*Handbook For Library Trustees of New York State.* by Jerry Nichols, et.al.

STLS Trustee Job Description
Sample Candidate Profile
Sample Letter to Prospective Candidate

POLICY - STLS strives to maintain a balanced board by electing trustees who have background or experience in such activities as community support, library operations, fund-raising, finance, legal work, education, Not-For-Profit business operations or organizational management. STLS seeks individuals who are committed to accomplishing the mission of the System with enthusiasm and integrity. The STLS Board of Trustees will attempt to attract members that reflect the geographic and cultural diversity of the community.

TRUSTEE QUALIFICATIONS – Board members must reside in the county served by that position on the STLS Board. Board members should exhibit a strong and genuine belief in libraries as an integral part of the community and be patrons of a library in the system. Board members must be willing to devote the necessary time and energy to carrying out the duties and responsibilities of an STLS Trustee.

DUTIES – Trustee duties are clearly spelled out in the referenced *Handbook For Library Trustees of New York State* and the STLS Trustee Job Description.

SELECTION PROCESS – When a vacancy occurs on the STLS Board of Trustees candidates will be identified as described in STLS By-Laws, Article IV, Section 3, Board of Trustees. Each candidate will be provided a copy of the Trustee Job Description and a summary of the STLS organization and activities, including key issues facing the Board. Candidates will be invited to visit the STLS Service Center to meet key personnel and see STLS operations and may be invited to attend a Board meeting. All candidates will be required to provide a personal profile that includes their education and experience.

ELECTION PROCESS - STLS By-Laws, Article IV, Board of Trustees, Section 3 establishes a Member Library Nominating Committee for each county having vacancies on the board. That committee will screen all candidates to ensure they meet the qualifications cited above. All qualified candidates will be presented to the members for election at the Annual Meeting. Candidates not meeting the minimum qualifications will be notified by the person who recommended them and the reason their name was not presented for a vote. Twenty (20) days before the annual meeting, profiles of the candidates for election to the board will be provided to member library representatives for review.
STLS By-Laws allow for nominations from the floor at the annual meeting. In those cases, the candidate will be asked to offer a verbal summary of the information normally requested in the trustee profile. If there is only one candidate for each vacant position the President of the Board of Trustees will present a slate of candidates to the voting membership for consideration. Election of candidates competing for the same position requires a simple majority of voting members attending the annual meeting and will be determined by voice vote or show of hands. If there is more than one candidate for a position, the election will be conducted using paper or electronic ballots. The candidate receiving a plurality of votes cast will be declared the winner. Votes will be counted by a member of the Board of Trustees and a representative from the STLS staff. Voting results will be recorded in the meeting minutes.

**NEW TRUSTEE ORIENTATION** – The *Handbook For Library Trustees of New York State* recommends new trustees be offered an orientation session with the Executive Director and Board President. A brief, informational and orientation tour conducted by the Executive Director or his/her designee will help foster the spirit of commitment and teamwork necessary to accomplish STLS goals, enhance the new trustee’s understanding of the culture of the organization and get them current with respect to duties and responsibilities, issues and plans. To be most effective, the trustees should review the *Handbook for Library Trustees* before the Trustee Orientation. It will acquaint the new trustee with the “hands on” philosophy that the STLS Board promotes. While most of the topics are covered in the *Handbook*, group discussions with current members of the Board are encouraged, to enhance comprehension and support.

*Adopted by STLS Board of Trustees January 17, 2012*
Sample President’s Letter to Prospective Board Members

GENERAL INFORMATION FOR STLS BOARD OF TRUSTEE CANDIDATES

The Southern Tier Library System (STLS) is a non-profit, cooperative library system chartered in 1958 by the NYS Board of Regents. It is a regional consortium of 48 libraries, branches and reading centers in Allegany, Chemung, Schuyler, Steuben, and Yates counties. STLS works in partnership with its members to support and strengthen them through clearly defined, cost-effective services that make possible the coordination and sharing of resources, enabling individuals in the five-county region to have equal access to excellent library experience. Among the services provided by STLS are

- Training and use of an integrated online system that enables libraries to
  - share STARCat, a regional database of library books, DVDs and other materials,
  - share patron information, allowing residents to check items out at any library in the region
  - fill electronic requests from other STLS libraries for materials,
- Ability to fill requests for items from libraries statewide and throughout the county
- Cataloging of library materials and labeling and processing them
- Delivery of reading materials between member libraries,
- Research, consulting and technical assistance, including
- Coordination of advocacy efforts at the local and state levels.

The key issue facing STLS is ____________.

The STLS service center is in Painted Post, just west of Corning. STLS has a 30-year lease on property on the Greater Southern Tier BOCES Campus and has constructed a single story building there to house administrative, consulting, and technical support services. It has a staff of approximately 25 persons and is led by Ristiina Wigg, Executive Director. STLS financial records are audited annually by an independent accounting firm and we comply with federal, state and local laws and regulations.

The BOARD OF TRUSTEES is composed of 15 volunteer members elected by the general membership at its annual meeting in October. The term of office is 5 years. Board members must reside in the county they represent and be patrons of a member library. Counties are represented on the board as follows: Chemung – 4, Steuben – 4, Allegany – 3, Schuyler – 2, Yates – 2.

In the composition of the Board of Trustees STLS strives to attain geographical and cultural diversity of membership. STLS attempts to elect trustees that will represent its community with integrity and enthusiasm. Special emphasis is placed on finding candidates who have knowledge and skills in community history, finance, legal, education, library operations, non-profit business operations and/or organizational
leadership. All board members have full voice and one vote. Officers of the board are elected annually in January by the board of trustees.

Attached are a description of trustee duties and responsibilities and a candidate profile for you to complete. You can find more information about the organization at our web-site www.stls.org.

Thank you for your interest in serving on the STLS board. Your contribution to library services for your community is appreciated by everyone.

Sincerely,

President, STLS Board of Trustees
Board of Trustee Candidate Profile (Sample)

Name:___________________________________________________________
Address:_________________________________________________________
City:_______________________________ State___Zip ______
County:__________________________________________________________
Phone number:_______________ Alternate Number:_______________
E-mail:__________________________

BACKGROUND INFORMATION:

Library Member: Yes___ No___
Name of Library_____________________

Educational Background: ________________________________

Experience with/Connection to Libraries: ______________________________

Working:____ Retired____

Work Experience: ________________________________

Volunteer Service: ________________________________

Special Skills or Expertise (Or Attach Resume): ______________________________

Special Interests: ________________________________

Signature:__________________________ Date:___________