Trustee Roles & Responsibilities

Cassie Guthrie, Library Director

“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

Pages 2-5 Trustee Handbook
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

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

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

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

www.dos.ny.gov/coog/openmeetlaw.html

New York State

Department of State

Committee on Open Government

Andrew M. Cuomo, Governor
Cesario A. Perales, Secretary of State

DOS Home Committee Home I would like to... Freedom of Information Law (FOIL) Open Meetings Law (OML) PPPL

Open Meetings Law

PUBLIC OFFICERS LAW, ARTICLE 7

OPEN MEETINGS LAW

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. Saverability.

Pages 19-20 Trustee Handbook
“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.”
Role of a Trustee

• Duty of Care
• Duty of Loyalty
• Duty of Obedience
Duty of Care

“A trustee must **act in good faith**, **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
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
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

[Image of STLS website]

[Image of Zinio advertisement]

In your local library - July 2015
Where To Go For More Information

www.librarytrustees.org

Continuing Crucial Connections
Fred & Harriet Taylor Memorial Library Hammondspor, 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

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 9, 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
Questions?