

## Mid-Hudson Library System Trustee Essentials - DRAFT

### Core Knowledge\*

- Nine essential library trustee duties and responsibilities.
- Overview and brief history of library systems in New York State.
- Types and comparisons of libraries in the state.
- *Handbook for Library Trustees of New York State.*

### Law & Parliamentary Procedure\*

- Open Meeting Law; rules on executive sessions.
- Freedom of Information Law.
- Commissioners of Education Regulations.
- Roberts Rules of Order.

*\*Should attendance at a Trustee Essentials workshop session serve as a pre-requisite to serving on the Mid-Hudson Board?*

### History, Purpose & Governance

- History and purpose of public library systems in the state.
- New York State Regents and 2020 vision for libraries.
- Mission and history of the Mid-Hudson Library System:
  - Cooperative nature; partnership and importance of the relationship with member libraries.
  - Number of libraries; governance structure.
  - Board of trustee committees.
  - How a system trustee is different from a public library trustee; see [midhudson.org/meetings/board/manual/role\\_trustee.pdf](http://midhudson.org/meetings/board/manual/role_trustee.pdf).
  - Relationship with the Division of Library Development (DLD).
  - Relationship with CSEA.
  - Relationship with the Executive Director:
    - Explanation of the board and director roles: governance vs. management.
    - Chain of command.
    - Evaluation procedure.
- Annual Member Survey.

### Professional and Regional Organizations

- NYLA and its role in the profession and in advocacy.
- Library Trustees Association of New York State.
- Southeastern New York State Library Resources Council.

### Trustee Expectations:

- For Member Libraries:
  - “Subscribing” to news from libraries being represented.
  - Visits to libraries; board of board visits.
  - Presence during county-level advocacy (county legislature).

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- Presence during county library association events.
- Presence at important events at libraries, such as grand openings, program launches, press events, legislator visits and annual meetings.
- With state legislature & governor:
  - Difference between advocacy and lobbying; where to draw the line.
  - Basic roles of the New York State Legislature, Governor, Board of Regents, Commissioner of Education, State Library, Division of Library Development, and New York Library Association (NYLA).
  - Active in NYLA and/or Library Trustees Association (LTA).
  - Attendance at local meetings with legislators
  - Phone calls when needed.
  - Attendance at local “town hall” style meetings with legislators.
  - Attendance at Library Advocacy Day.
- Appropriate messages to deliver, role to take when advocating on behalf of the system and on the behalf of a member library.

### **Meetings:**

- Attendance and participation.
- Board meeting packets, agendas, minutes, reports, etc.
- Reports and warrants.
- Annual Meeting.
- Roberts Rules of Order.

### **System Finances & Fiduciary Responsibilities**

- Source and types of funding:
  - New York State: general aid and categorical aid; who influences this funding?
  - Member Libraries; who influences this funding? Understanding member assessments.
  - Grants: authorization by board of trustees; Federal Library Services & Technology Act (LSTA) service improvement grants.
  - Foundation for Hudson Valley Libraries for pass-throughs and grant applications requiring 501(c)3 status.
- How funding decisions are made.
  - Plan of Service: system’s plan as well as the central library program plan.
  - Directors Association (DA) and advisory committees.
  - Finance committee and board of trustees.
  - Budget development.
- Financial reports & management.

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- Role of the board treasurer, business office manager and director.
- Financial controls and warrants.
- Committee oversight and financial policies.
- Required financial reporting and compliance calendar.
- Audit schedule; financial reviews and full audits; what to expect in an audit.

### **Policies & Rules:**

- Bylaws and procedures.
- Board policies, personnel, etc.
- Conflict of interest; see [midhudson.org/meetings/board/manual/conflict.pdf](http://midhudson.org/meetings/board/manual/conflict.pdf).
- Oath of Office
- Code of ethics

### **Critical Documents:**

- Board Manual; see [midhudson.org/meetings/board/manual.htm](http://midhudson.org/meetings/board/manual.htm).
- Memorandum of understanding.
- Plan of service.
- Direct access plan.
- Patron privacy statement.
- Automation agreement.

### **Staffing, Programs & Services**

- Organizational Chart and service areas.
- Communications: listservs, *Bulletin*, *Across the Board*, websites.
- How decisions about services are made:
  - Plan of service development.
  - Directors Association (DA) and DA advisory committees.
  - Spotting trends.
- Service Categories:
  - Resource sharing.
  - Integrated library system (Millennium/Sierra).
  - Delivery, including contract with Hudson River Transport.
  - IT services.
  - Inter library loan.
  - Collection development (central library, digital collections, etc.).
- Library Development
  - Outreach and education.
  - Growth and sustainability.