

***CORRESPONDENCE RECOGNIZING STAFF  
FOR MHLS BOARD MEETING OF MAY 11, 2016***

**CORRESPONDENCE**

- Correspondence to MHLS Executive Tom Sloan from Phoenicia Library Director Elizabeth Potter in regards to a recent consultation on 414 campaign strategy and the long term support of their library by MHLS Coordinator for Library Sustainability Rebekkah Smith Aldrich.
- Spring 2016 Library Trustee Association of New York State newsletter:
  - o Headline article by Rebekkah Smith Aldrich, MHLS Coordinator for Library Sustainability: "ILEAD New York: Helping All Trustees Succeed (HATS)
  - o President's Memo by Tish Fontanella, LTA Board President praising the Handbook for Library Trustees of New York State, and praising co-author Rebekkah Smith Aldrich, MHLS Coordinator for Library Sustainability
- Thank you note from AnnaLee Giraldo. Director Kinderhook Library, to Tara Stohr, Interlibrary Loan & Cataloging Specialist, for her quick response to a request to correct a bib record.

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**From:** Elizabeth Potter [mailto:director@phoenicalibrary.org]

**Sent:** Thursday, March 17, 2016 3:18 PM

**To:** Tom Sloan

**Subject:** Just wanted to say ...

Hello Tom,

I just got off an hour long consult with Rebekkah on our upcoming 414 vote. That consult was worth A MILLION BUCKS.

I could say that for the all the hours that she's put in for us over the years: thorny board and staff problems that are mercifully long past, our past 414 campaign, our capital campaign that got us into this new building, consults over legal or legislative matters, building planning (she encouraged us to go green and spacious) ... simply put, Rebekkah got us where we are today.

Just wanted you to know you have an ace employee,

Liz

--

Elizabeth Potter  
Director, Phoenicia Library  
(845) 688-7811

What am I reading? *H is for Hawk* by Helen Macdonald.

# TRUSTEE

**LTA** | LIBRARY TRUSTEES  
ASSOCIATION  
OF NEW YORK STATE

Vol. XXIX, Issue No. 2, Spring 2016

## ILEAD New York: Helping All Trustees Succeed (HATS)

by **Rebekkah Smith Aldrich**,  
Coordinator for Library Sustainability  
at the Mid-Hudson Library System  
(Poughkeepsie, NY) & HATS/ILEAD  
Team Mentor



Helping all trustees succeed is something the Library Trustee Association of New York State (LTA) has a lot of experience with! No one is born knowing how to be a public library trustee. Public library trustees are expected to govern libraries in accordance with state and federal law and regulation. There is increasing regulatory oversight of libraries here in New York. There is a clear need to assist trustees with basic, introductory information delivered in a style that meets their lifestyle needs so they can do their best on behalf of the communities we serve and protect and grow public libraries to meet the needs of New Yorkers for years to come.

The New York State Library offered the ILEAD USA program for the first time in 2015, a nationwide leadership immersion program utilizing web technologies, expanding library staff's leadership skills and their ability to use participatory technology. Participants work in teams to address an identified community need and are assisted by Mentors/Instructors in developing a successful project. The Public Library System Directors Organization of New York State (PULSIDO) put together a team to work on the development of a

standardized framework for trustee education curriculum to be deployed through the public library systems of New York. I stepped in as the "mentor" but truly co-lead the group with my teammates: Lisa Erickson (Nioga Library System), Jennifer Ferris (Southern Adirondack Library System), Ron Kirsop (Pioneer Library System), Grace Riario (Ramapo Catskill Library System) and Amanda Travis (Onondaga County Public Library).

We developed a survey that went out to all library trustees, directors and public library system staff. We had a goal to reach 5% of the 6,000+ trustees in the State and ended up with input from over 13%! This information helped us develop a model for how to break up content from the new 2015 edition of the Handbook for Library Trustees in New York State into useful curriculum modules and also directed how training would be designed and delivered. Amongst trustees, there was a clear preference for in-person, shorter (2-hour) educational opportunities from trustees.

We have developed five modules that provide System staff with a structure to deliver information, suggested talking points, handouts and tips and

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SEE  
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FOR 2016 TRUSTEE  
INSTITUTE  
INFORMATION

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# President's Memo

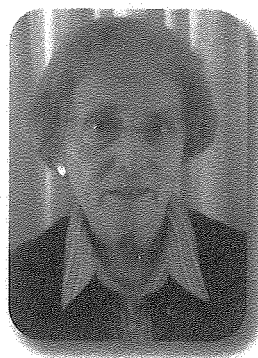
by Tish Fontanella, LTA Board President

## A Key to the new Trustees Handbook

A new edition (2015) of The Handbook for Library Trustees of New York State, is now out and available. Library Systems have copies for their trustees, but it is also available on line. It will provide access to many resources, library organizations and in depth materials not available in the 2010 edition. You will find the link to the Handbook at the State Library site. It is also on the LTA homepage: [librarytrustees.org](http://librarytrustees.org). Click the tab for Trustee Education. It is listed in the dropdown menu.

Control F is not the secret password to fame and fortune, but it is the function on your computer keyboard to find the information you are looking for. If you need information and are not sure what chapter has the answer, Ctrl F will lead you through the possibilities. Ctrl F will bring you to the index – a search box that will allow you to type in what you are looking for. Type in - Oath of Office – 4 matches, or Investment – 12 matches and the NEXT button allows you to get to all the references that the Handbook offers on that subject.

As in past editions, the Table of Contents is the starting point for your search. Whether a seasoned trustee or new to this position on your board, you will find the information you need to grow and learn. The expanded information and resource links in each



chapter will be a place to find out some of the why and when that information was added and needed in this edition.

The Appendices have documents. These documents can be used as guidelines for your board or resources for your next discussion. A comparison of the different types of libraries and Working Together to learn who does what, are a couple of documents included. Learn a bit about

Civil Service, a recommended policy checklist, a glossary to explain some of those confusing acronyms.

As laws, regulations and practices change, the Handbook becomes the quick, accurate and reliable source for your basic information. Here is one more to try with Ctrl F – type in Duties- 18 matches. All trustees need a primer or a refresher. This is a terrific resource and will help you find a solution, get you up to speed and improve your knowledge at meetings. Open it up – check out a chapter or two, and repeat, regularly.

LTA is grateful, appreciative and thanks Jerry Nichols, Palmer School of Library and Information Science, Long Island University, Brookville, NY and Rebekkah Smith Aldrich, Mid-Hudson Library System, Poughkeepsie, NY for their comprehensive and extensive work on this new edition. A must read, as we so often hear. **LTA**

## ILEAD NEW YORK

*(continued from front cover)*

resources for where they, as educators, can learn more about a topic so they are informed with the latest information on a particular topic:

- Orientation – the basics of what every trustee should know
- Legal Issues for Libraries
- Financial & Fiduciary Responsibilities
- Planning & Advocacy for Library Sustainability
- Seven Habits of Highly Effective Boards

To fine tune the curriculum we are currently working with PULISDO, the Library Trustee Association of New York State the New York State Library and the Public Library Section (PLS) New York Library Association (NYLA) - all of whom agreed to be partners in our project back in March 2015. Once input has been received the curriculum will be rolled out in Systems across the State, allowing a maximum number of local public library trustees to access this much needed information. **LTA**

From: "annalee giraldo" <[annalee.giraldo@kinderhooklibrary.org](mailto:annalee.giraldo@kinderhooklibrary.org)>

To: "cataloging" <[CATALOGING@MIDHUDSON.ORG](mailto:CATALOGING@MIDHUDSON.ORG)>

Sent: Tuesday, April 19, 2016 11:14:25 AM

Subject: Problem with record

Hi,

I just created a new bib record for a book on cd, and when doing so, the ISBN

didn't scan completely, so it is short by one number.

It is record b22431378

The title is Dodgers

The ISBN should be: 9781101923573

Can you correct this for me?

Thanks so much,

AnnaLee Giraldo

Director

Kinderhook Memorial Library

(518) 758-6192

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From: "annalee giraldo" <[annalee.giraldo@kinderhooklibrary.org](mailto:annalee.giraldo@kinderhooklibrary.org)>

To: "Tara Stohr" <[tstohr@midhudson.org](mailto:tstohr@midhudson.org)>

Sent: Tuesday, April 19, 2016 11:27:18 AM

Subject: Re: Problem with record

Thanks Tara! You guys are always so fast and efficient....we all really appreciate it!!