Rebekkah Smith Aldrich, Co-Author, Handbook for Library Trustees of New York State & Coordinator for Library Sustainability, Mid-Hudson Library System

What’s New?

- Regulations
- Sustainable Thinking
- Perception

Online: http://www.nysl.nysed.gov/libdev/trustees/handbook/
Print: @your public library system
# Trustee = Trust

- **Trustee**
  - **Trust**

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## Working Together

### Working Together: Roles and Responsibilities Guidelines

<table>
<thead>
<tr>
<th>Responsibilities of</th>
<th>Library Director</th>
<th>Library Board</th>
<th>Friends</th>
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<tbody>
<tr>
<td><strong>General Administrative</strong></td>
<td>Administers daily operation of the library including personnel, collection development, fiscal, physical plant, and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.</td>
<td>Direct and employs a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter. Support quality library service in the community through fundraising, volunteering and serving as advocates for the library.</td>
<td>Support the policies of the library as adopted by the library board.</td>
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<tr>
<td><strong>Policy</strong></td>
<td>Applies library board of head for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.</td>
<td>Identify and adopt written policies to govern the operation and program of the library.</td>
<td>Support the policies of the library as adopted by the library board.</td>
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<tr>
<td><strong>Planning</strong></td>
<td>Coordinate and implement a strategic plan with library board, Friends, staff and communities.</td>
<td>Ensure that the library has a strategic plan with implementation and evaluation components.</td>
<td>Provide input into the library's strategic plan and support its implementation.</td>
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<tr>
<td><strong>Fiscal</strong></td>
<td>Prepare an annual budget for the library in accordance with town charter.</td>
<td>Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.</td>
<td>Conduct fund raising to support the library's mission and plans.</td>
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<tr>
<td><strong>Advocacy</strong></td>
<td>Promotes the mission of the library within the community. Educate the Library Board, Friends, and community regarding local, state, and federal issues that impact the Library.</td>
<td>Promotes the mission of the Library within the community. Advocate for the Library to legislators.</td>
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<td><strong>Meetings</strong></td>
<td>Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.</td>
<td>Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.</td>
<td>Maintain a liaison to the Library board.</td>
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</tbody>
</table>
Inspire Investment

✓ Good Will
✓ Volunteerism
✓ Funding

Transparency & Accountability

• NYS Open Meetings Law
  – Committees
  – Documents for Discussion

• Independent Treasurer

• Updated List of Policies

• Civil Service 101

• Audits & Control of Funds
“Top 5”

• **The claims audit process:**
  Does the board review and approve every bill?

• **Cash handling procedures:**
  Are there viable segregation of duties procedures in place?

• **Purchasing/procurement policy:**
  Are there written procedures in place even for purchases under the threshold for bidding under NYS General Municipal Law?

• **Credit card policy:**
  Who may use credit cards for what specific purposes?

• **IT security:** Is your business and banking data safe?
“...create a library for your community that will **not just survive, but thrive**. ...incorporate the core value of sustainability. ...creating an **enduring institution and facility** that will be **viable, vital and visible** for generations to come.”
Sustainable Thinking

Sustainable thinking **aligns** a library's core values and resources with the local and global community's **right to endure**, **bounce back from disruption** and to **thrive** by bringing **new and energetic life** to fruition **through choices made in all areas** of library operations and outreach.

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Simple Planning Outline

1. Develop a board vision.
2. Assessment.
3. **Gather input from your community.**
4. Analyze what you have learned.
5. Assess your library’s capacity to move forward.
Red Hook Public Library’s LTC Team goes door-to-door

Facilities for the Future

- Accessible
- Safe
- Sustainable
- Resilient
Technology

Financial Planning

- Competitive Salaries & Benefits
- Capital Fund
- Technology
- Tax Cap
- Fundraising & Friends
- Long Range Goals
- Public Vote Strategy
Board Development

“Deliberate Development”

✓ Education
✓ Self-Assessment
✓ Active Recruitment
Core Values

✓ Access
✓ Confidentiality/Privacy
✓ Democracy
✓ Diversity
✓ Education and Lifelong Learning
✓ Intellectual Freedom
✓ Preservation
✓ The Public Good
✓ Professionalism
✓ Service
✓ Social Responsibility

Core Values of Librarianship, American Library Association
What’s your WHY?

Our future will be shaped by the choices we make today.