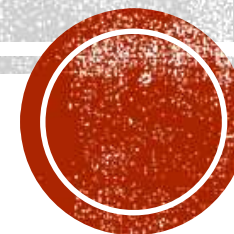
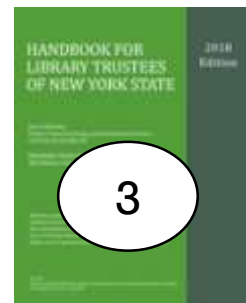
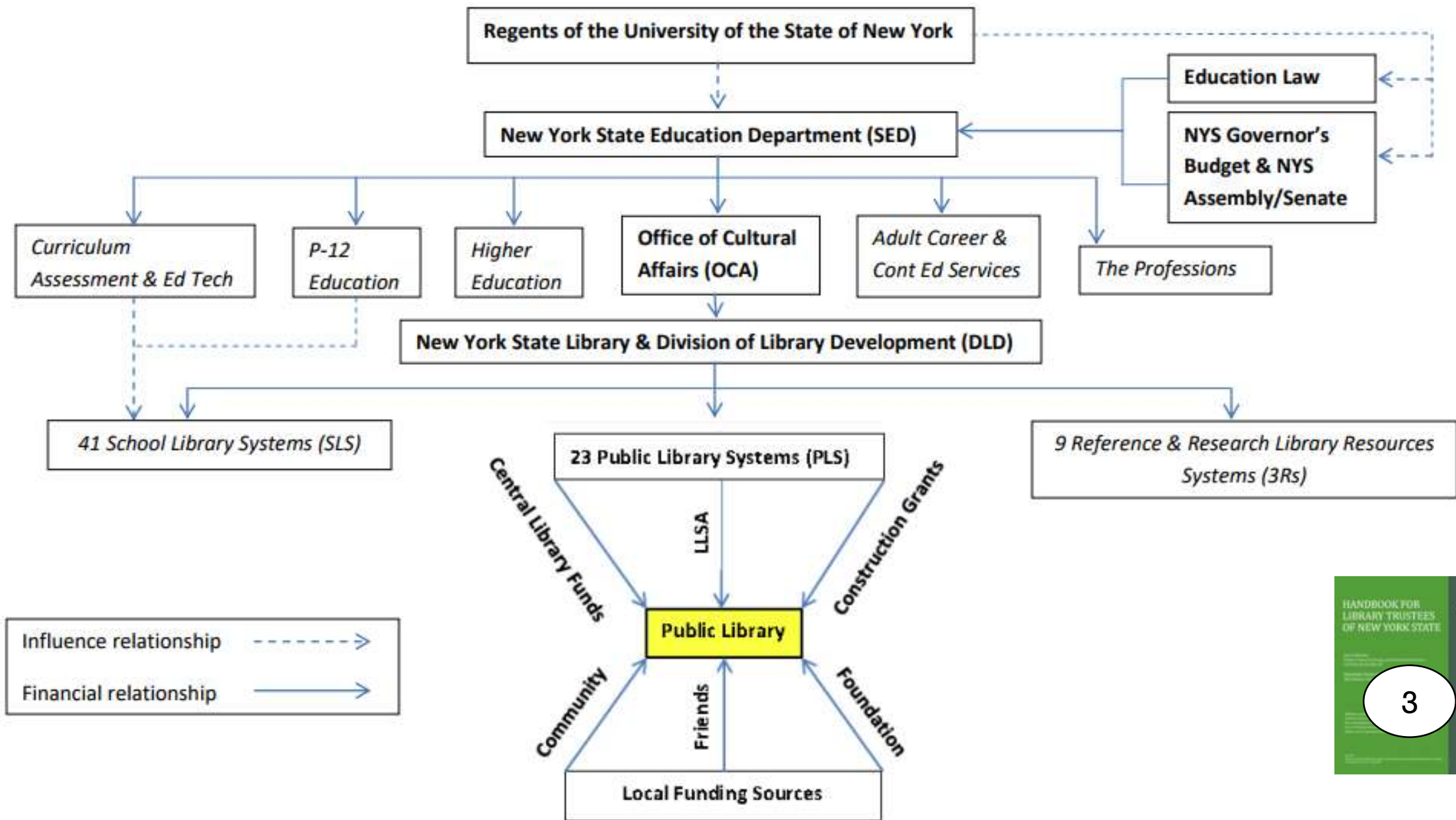


PUBLIC LIBRARY TRUSTEE ORIENTATION



Saturday, February 29, 2020

Sidney Public Library



	Association Library	Municipal Public Library	School District Public Library	Special District Public Library
How Established	By vote of association members or as trustees operating under a will or deed of trust.	By vote of county, city, town or village board; or by petition and referendum.	By vote of school district voters.	By special act of State legislature and vote of special district voters.*
Charter	Regents incorporate by charter.	Regents incorporate by charter.	Regents incorporate by charter.	Regents incorporate by charter.
Registration	Education Department registers. Must meet minimum standards in order to receive public funds.	Education Department registers. Must meet minimum standards in order to receive public funds.	Education Department registers. Must meet minimum standards in order to receive public funds.	Education Department registers. Must meet minimum standards in order to receive public funds.
Tax Funds	May receive appropriation from units of government. Also tax levy by vote of municipal or school district voters. Library should sign contract with appropriating unit. May petition municipal and/or school district tax payers for funds.	Budget approved by county, city, town, or village board. Also tax levy by vote of municipal or school district voters. May petition municipal and/or school district tax payers for funds.	Budget approved by school district voters. May also petition for a tax levy from municipalities.	Budget approved by district voters. May also petition for a tax levy from municipalities, unless enactment legislation specifies otherwise.
Bonding Authority	Not permitted. Requires a special act of legislation through Dormitory Authority of the State of New York (DASNY)	Municipal government may bond if it owns the library building.	School district may bond on behalf of the library, if school district or library owns the library building.	A municipality may bond on behalf of district if legislation allows.*
Board of Trustees	Number: 5-25. Elected by association members. Term of office: set by charter. Responsible to association membership and to Regents. Residential requirements may be established in bylaws.	Number: 5-15. Approved by municipal governing board; term of office: three or five years if established after 1921.** Responsible to municipal government, public, and Regents. Must be residents of municipality (except village library).	Number: 5-15. Elected by school district voters. Term of office: three or five years (if established after 1921).** Responsible to school district voters and Regents. Must be residents of school district.	Number: determined by enabling legislation. Elected by residents of special district. Term of office: five years or as defined by legislation. Responsible to special district voters and Regents. Residency requirements determined by enabling legislation.
Community Involvement	Public can join association and may vote for trustees.	Public "owns" library; votes for elected officials who are sympathetic to library needs.	Public "owns" library and votes directly for trustees and budget.	Public "owns" library and votes directly for trustees and budget.
Retirement Benefits	May purchase retirement benefits from private vendor. Some may be in State Retirement System if specified in statute.	State Retirement System benefits through municipality.	State Retirement System benefits through school district or independently.	State Retirement System benefits if library district opts to participate.
Civil Service	Employees not covered by Civil Service.	Employees subject to Civil Service Law.	Employees subject to Civil Service Law.	Employees subject to Civil Service Law.



DUTIES OF TRUSTEES

- Duty of Care
 - Act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position
- Duty of Loyalty
 - Further the institution's goals rather than any personal or business interests. Avoid conflicts of interest
- Duty of Obedience
 - Ensure that the library's resources are dedicated to the fulfillment of its mission and that the library complies with all applicable laws and does not engage in any unauthorized activities



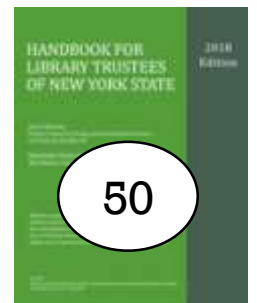
PRACTICALLY SPEAKING...

- ❖ **Finance (Funding & Oversight)**
- ❖ **Governance & Policies**
- ❖ **Planning**
- ❖ **Advocacy**



FINANCE & OVERSIGHT

- Secure Adequate Funding
- Exercise fiduciary responsibility for the use of public & private funds
 - Approve all library purchases
 - Approve budget & track spending



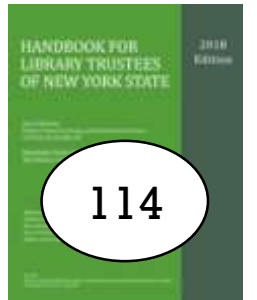
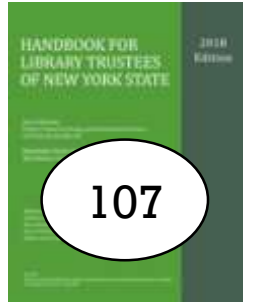
WORST CASE SCENARIOS

Owego women's fire department treasurer
Church treasurer stole \$250K
DA: Vestal Daily
embezzling thousands from



GOVERNANCE

- Select, hire, and regularly evaluate a qualified library director
 - The library board governs, the director manages
- Adopt policies and rules regarding library governance & use



LEGALLY ENFORCEABLE POLICIES

- Does the Policy Comply With Current Statutes?
- Is the Policy Reasonable?
- Could There Be Discriminatory Application of the Policy?
- Is the Policy Measurable?



MORE GOVERNANCE

- **Conduct the business of the library in an open & ethical manner in compliance with all applicable laws and with respect for the institution, staff, & public**



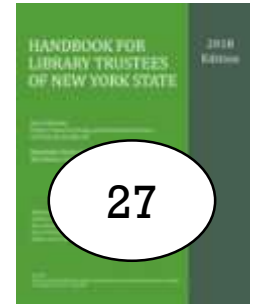
CONFIDENTIALITY - CVP § 4509

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

- New York Consolidated Laws, Civil Practice Law and Rules - CVP § 4509. Library records



BOARD MEETINGS



- Quorum – the magic number
- Open Meetings Law applies to **all** libraries, regardless of type
 - Meetings are public, must be advertised in media & electronically
 - No telephone or e-mail voting
 - Videoconferencing under certain circumstances
 - Minutes must be made available
 - Penalties for violation include court costs & reversal of board action

Committee on Open Government - <https://www.dos.ny.gov/coog/>



EXECUTIVE SESSION

Acceptable reasons for executive session

- Discussions regarding proposed, pending or current litigation;
 - Collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
 - The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
- Committee on Open Government - <https://www.dos.ny.gov/coog/>



SEXUAL HARASSMENT

Every employer in New York State must:

- Have a sexual harassment policy
- Provide annual sexual harassment training to all staff

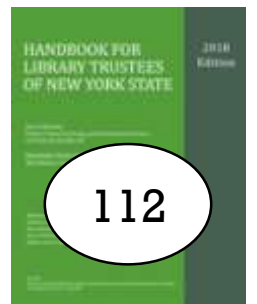
The state has decreed that it is the employer's responsibility to provide a harassment-free workplace

<https://www.ny.gov/programs/combating-sexual-harassment-workplace>

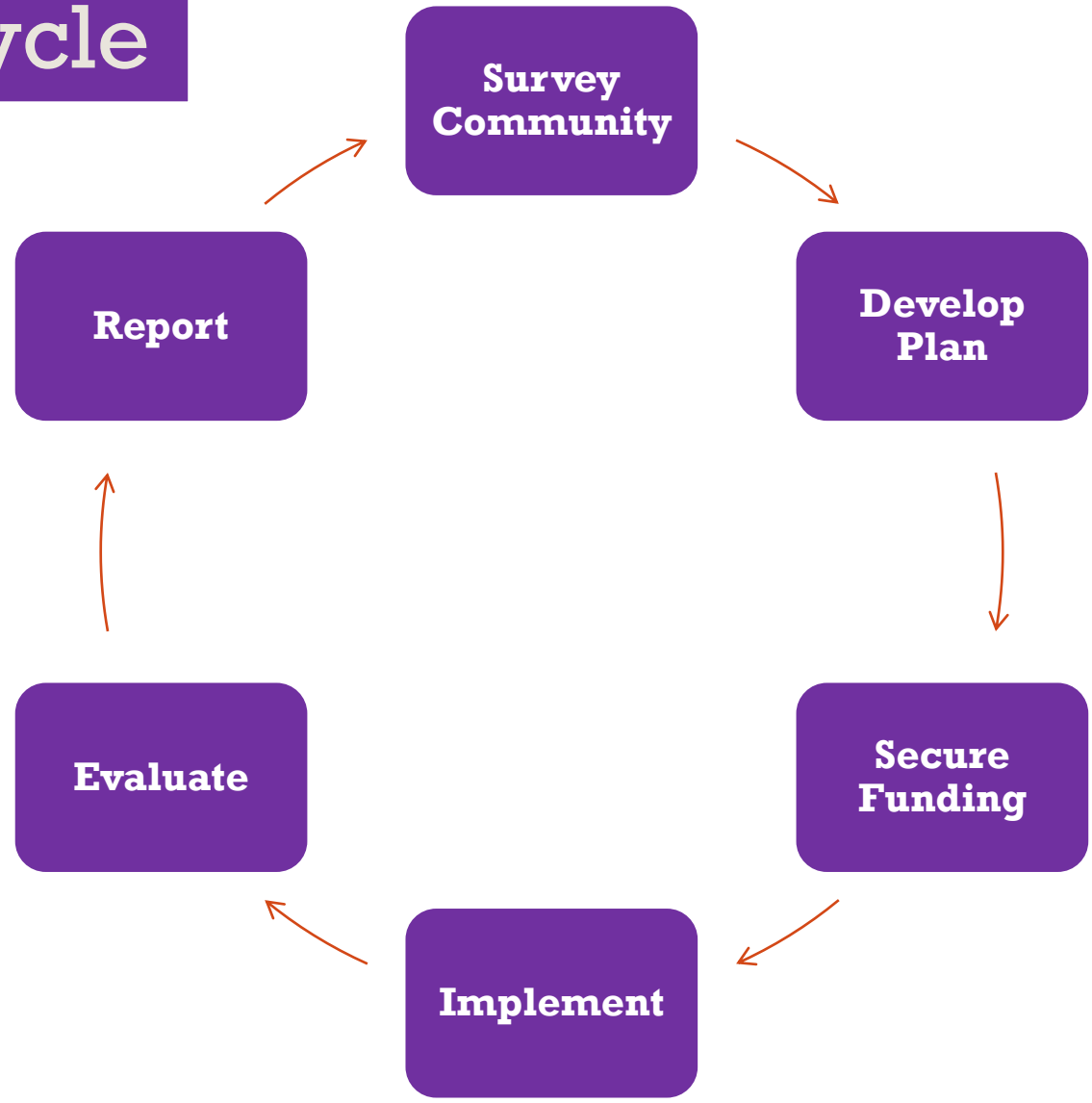


PLANNING

- Create and develop the mission of the library
- Regularly plan and evaluate the library's service program based on community needs

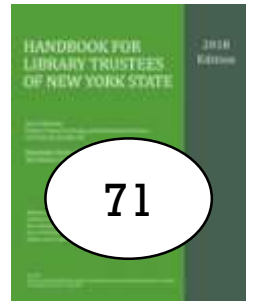


The Planning Cycle



ADVOCACY

- Promote the library in the local community and in society in general



MINIMUM STANDARDS

1. Board approved, written **bylaws**, reviewed every 5 years
2. Community-based, Board approved, written **long range plan of service**
 - Developed by the Library Board and staff
3. Board approved, written annual report to the community
 - On progress in meeting goals determined in **long range plan of service**
4. Board approved, written policies, reviewed and updated every 5 years
5. Present an annual, board approved written budget that references the **long range plan of service**



MINIMUM STANDARDS CONTINUED

6. Periodically evaluates the effectiveness of library services, programs, & collections (as referenced in the **long range plan**)

7. Minimum scheduled hours

8. Facility addresses community needs (as outlined in **long plan**)

- Space, lighting, seating, shelving
- Power & data infrastructure
- Public restroom

Population	Minimum Weekly Hours Open
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

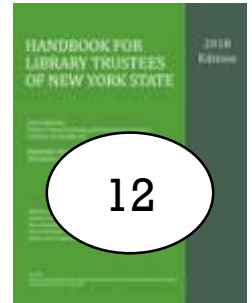


MORE MINIMUM STANDARDS

9. Provides programming to addresses community needs , as outlined in the long range plan (new)
10. Provides a circulation system with access to the local library collection and other library catalogs & provides equipment, technology, and internet connectivity to address community needs and facilitate access to information
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations, and governance (including info on standards 1-5)



STILL GOING...



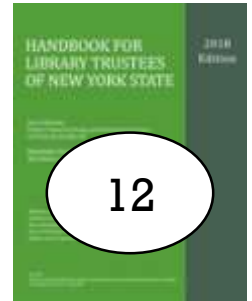
12. Employs a Library director/manager with the appropriate education:

Chartered Population	Education Qualification
2,500 - 4,999	Two years of college study
5,000 - 7,499	Bachelor's degree
7,500+	Master's degree in Library Science (MLS) and NYS public librarian's professional certificate



AND FINALLY...

13. Provides library staff with annual technology training, appropriate to their position (new)
14. Establishes and maintains partnerships with other educational, cultural or community organizations (new)



THANK YOU!

Questions?

Steve Bachman

sbachman@4cls.org

607-723-8236 ext. 301

