

## Trustee and Director Duties and Responsibilities

	<b>Duties of the Board</b>	<b>Duties of the Library Director</b>
A.	<p>Select and hire a competent and qualified library director whose education meets or exceeds the NYS minimum requirement. (Std. #11)</p> <ul style="list-style-type: none"> <li>▪ Provide an annual evaluation of the director</li> <li>▪ Establish and review annual goals and objectives as related to the library's long range and strategic plans.</li> <li>▪ Provide a realistic job description and review it annually with director.</li> </ul> <p>Create library positions, establish salaries and formally appoint staff upon recommendation of the director. Use volunteers sparingly.</p>	<p>Run the day-to-day operations of the library.</p> <p>Select, hire, manage and supervise the library staff.</p> <p>Serve as technical advisor to the board.</p> <p>Attend all board meetings.</p> <p>Keep board informed of library activities, issues and concerns.</p> <p>Keep good communication lines open.</p>
B.	<p>Create, develop and continuously review the mission of the library in collaboration with the director. Update strategic and long range plans as necessary. (Std. #2)</p>	<p>Provide regular reports to the board on progress toward established goals and document future needs. Collaborate with board in developing and updating strategic and long range plans.</p>
C.	<p>Operate under written bylaws. (Std. #1)</p> <p>Adopt policies to govern operations and programs of the library. (Std. #4)</p>	<p>Recommend needed policies for board approval. Implement the policies.</p>
D.	<p>Secure adequate funding for library equipment, services and staffing needs. (Std. #9)</p> <p>Meet regularly with funding sources (municipal governments, elected officials, donors) to promote library services and update them on library needs.</p> <p>Present written budget requests to funding agencies. (Std. #5)</p>	<p>Collaboratively develop the annual budget and projected future budgets. Determine current and future funding needs.</p>
E.	<p>Exercise fiduciary responsibility for the use of public and private funds.</p> <ul style="list-style-type: none"> <li>▪ Assure that checks and balances exist</li> <li>▪ Operating funds should be spent, not hoarded</li> <li>▪ Reserve funds should not be excessive.</li> </ul>	<p>Submit all expenses to Board for approval.</p> <p>Provide the board with monthly financial statements on receipts and expenditures.</p> <p>Oversee selection and ordering of all library materials.</p>
F.	<p>Regularly plan and review the library's service program. Evaluate the effectiveness of the library collection and services in meeting community needs. (Std. #6)</p> <p>Report to the community annually. (Std. #3)</p>	<p>Conduct surveys of every library program.</p> <p>Conduct periodic surveys of the community.</p> <p>Distribute printed information on library hours, rules, services, location and phone. (Std. #10)</p> <p>Prepare the annual report to the community.</p>
G.	<p>Maintain a facility that meets the library and community needs. (Std. #8)</p> <p>Have convenient hours of operation that meet or exceed the NYS requirement and are convenient for library patrons. (Std. #7)</p>	<p>Keep board informed about building and grounds maintenance issues.</p>
H.	<p>Promote the library everywhere! Be ambassadors in the community. Look for opportunities to build partnerships, networks and coalitions.</p> <p>Advocate for the library – with elected officials and community members. Actively support library legislation efforts.</p>	<p>Maintain an active program of public relations through newsletters, the website, newspaper articles. Collaboratively create promotional materials:</p> <ul style="list-style-type: none"> <li>▪ tell the "library story"</li> <li>▪ develop presentations</li> <li>▪ develop compelling cases for local funding</li> </ul> <p>Actively support library legislation efforts.</p>
I.	<p>Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations. Abide by New York Open Meetings law.</p>	<p>Post advance notice of board meetings as required. Make board meeting minutes available as required.</p>
J.	<p>Continuously develop awareness and understanding of trusteeship and library issues in general. Attend continuing education workshops. Each trustee should join NYSALB and/or NYLA. Annual budget should pay for library director's dues to belong to NYLA and attend the annual NYLA Conference.</p>	<p>Continuously develop awareness and understanding of library issues. Keep current with new developments. Attend workshops and conferences. Make use of advice and consultants through the library system. Join NYLA and attend annual Conference.</p>