

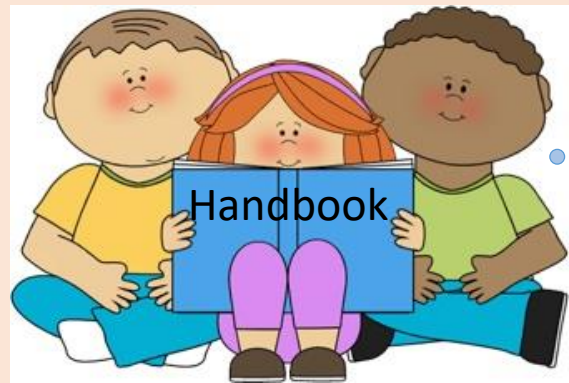
# GFJ Library Board of Trustees Orientation



# Welcome to the GFJ Library Board of Trustees

Here are steps you need to take after having applied for the position and being approved by the current board:

- Go to the Town of Union office to be sworn in by the town clerk.
- Bring a copy of your Oath of Office card from the clerk to the library director.
- Obtain the most up-to-date “Handbook for Library Trustees of New York State” from the library director or online from the Four County Library System website (<https://4cls.libguides.com/trustees>)



So helpful!



# MEETINGS

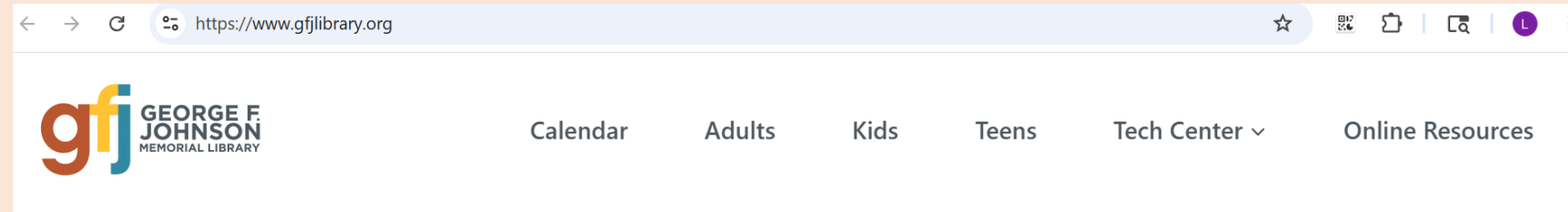
- Monthly meetings → the 3<sup>rd</sup> Wednesday of each month.
- Special meetings or committee meetings might also take place, but the public should be notified a week before such meetings occur.
- The library director will share a Google drive folder of pertinent documents the week before each meeting.
- Board members are expected to read the documents before the meeting so that questions can be discussed and decisions made in a timely manner during the 1-2 hour monthly meeting.
- If you need to miss a meeting, it's best to let everyone know ASAP because we need a quorum of members present to have a meeting.



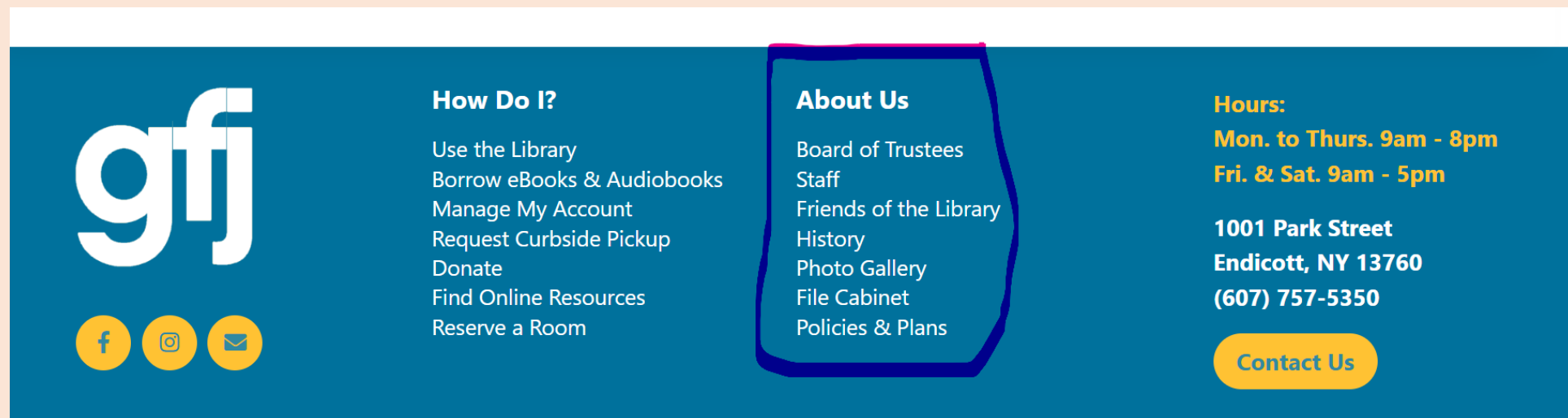
# Meeting Procedures

- The library director supplies the meeting agenda in a printed form as well as an electronic form in the Google doc folder.
- The secretary takes minutes during the meeting and the board president manages the flow through the agenda.
- Generally, we approve the agenda and past meeting minutes, then review old business, financials and discuss new business.
- The public is allowed to attend meetings and there is a period in the agenda for issues to be raised by the public.
- If there are issues of privacy, the public is asked to leave and we go into “executive session”.

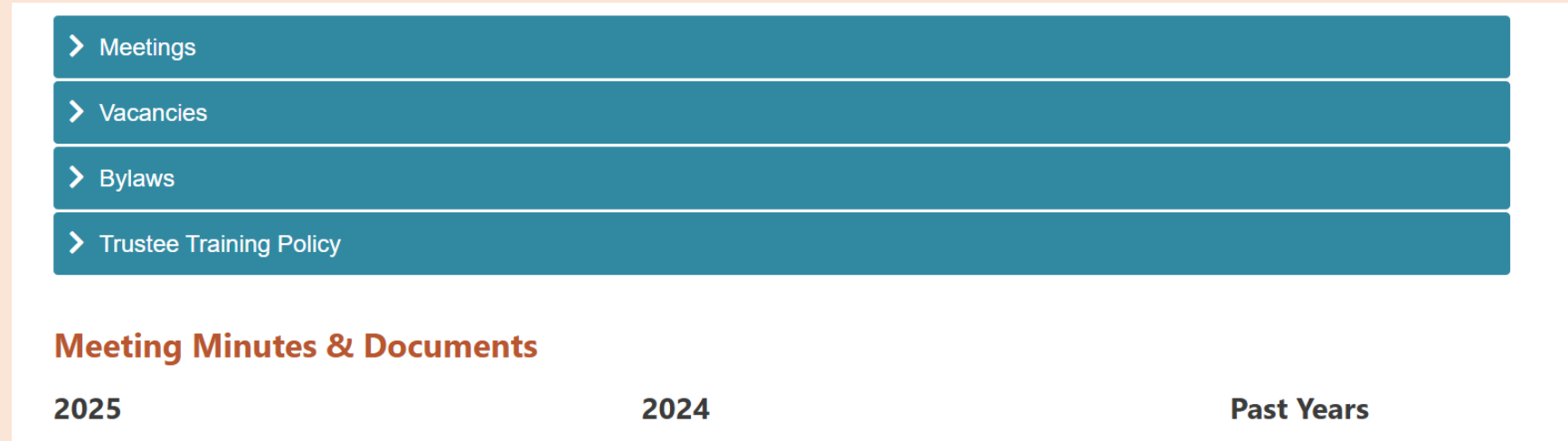
# GFJ Website



- Most of the background information you need can be found by scrolling down to the bottom of the GFJ website.
- All of the sections in “About Us” are important for trustees to get a clear sense of the GFJ library that you will now be a part of!



# GFJ website



- Information about the Board of Trustees specifically can be found at <https://www.gfjlibrary.org/board-of-trustees/>
- Documents that will be discussed at the next meeting will be posted on the library website on the Board of Trustees page.
- After a meeting, the meeting minutes will be posted as a draft pending approval by the board at the next meeting.

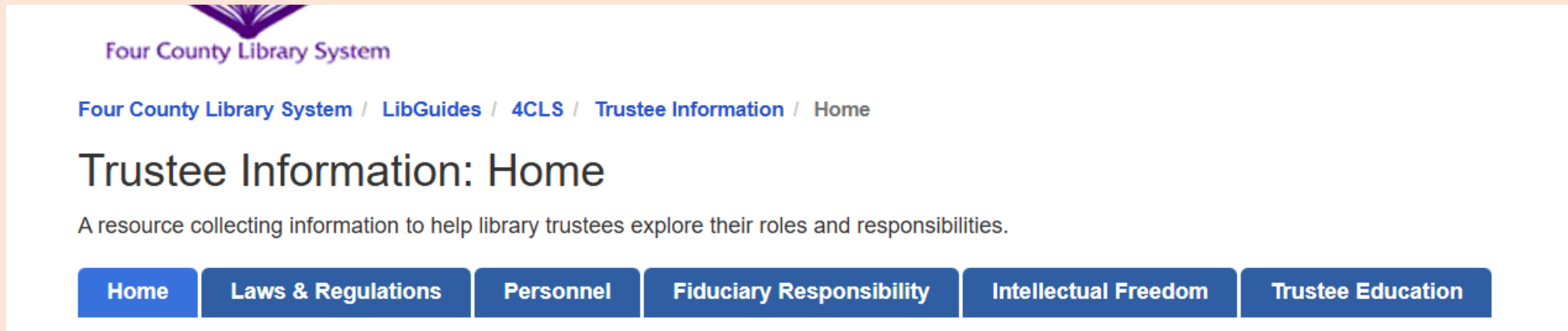




# Communication

- Give the library director the email that you would like to use for group communication. We generally CC the whole board as pertinent.
- If you use a Gmail account, you'll be able to access the Google folder of documents, but the documents are also available on the website if you prefer another email provider.
- It's good to check your email before heading to a meeting in case a last minute cancellation has occurred.
- The library director may send the board members some documents between meetings as new issues present themselves. These are FYI in nature. Discussions and decisions related to these documents should happen at the board meetings.

# Four County Library System Website <https://4cls.libguides.com/trustees>



This website is a valuable place to learn about and understand the legal aspects of our role as library board trustees in New York State.

- Under **Trustee Education**, there are important financial, FOIL and ethics policies.
- Take time to explore each section. For example, under “Fiduciary Responsibility”, we can find a glossary of financial terms and the all-important **Statement on the Governance Role of a Trustee or Board Member**. (For a detailed expansion of this statement, see [https://www.regents.nysed.gov/about/statement\\_governance](https://www.regents.nysed.gov/about/statement_governance))



# Other duties performed by Board members:

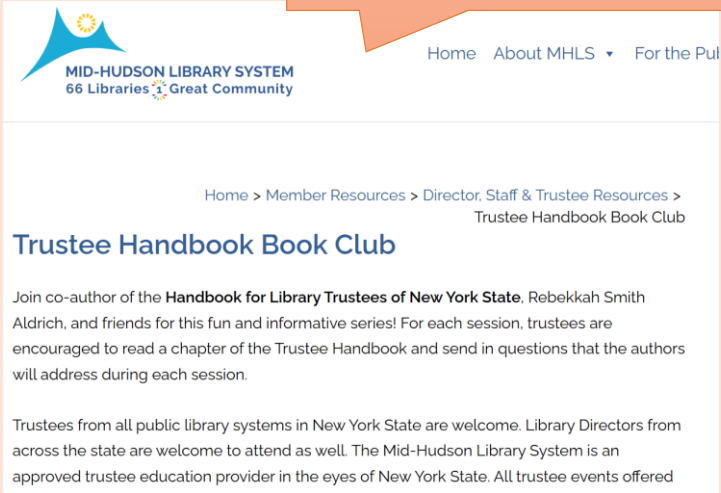
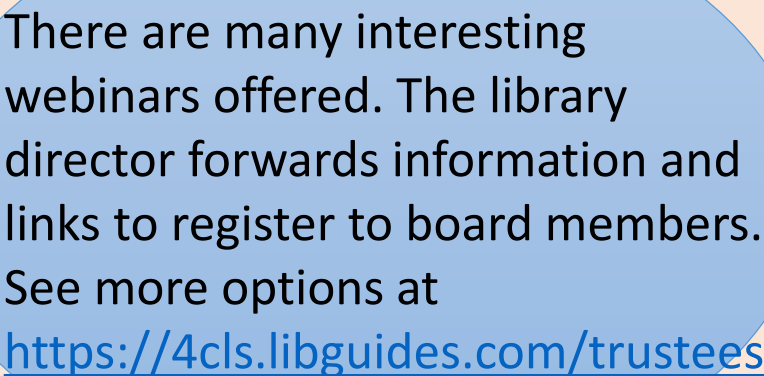
- Maintain clear and open communication with other trustees, the Friends of the Library members, staff members and the library director.
- Appear for photo ops such as when donors receive a donor leaf or when a politician gives a grant to the library. (These are not mandatory but helpful for public relations.)
- Collect signatures when a petition for referendum is needed.
- Supply refreshments on annual staff training day.





- Board members are required to complete a minimum of two hours of trustee education annually. Certificates should be turned in to the board president or directly to the library director.
  - A 2-3 hour retreat is led by the Four County Library System director when a new strategic plan is needed.
- A favor  
Check it

A favorite:  
Check it out!



Thank you for your commitment to the  
GFJ Library!



We value your time and volunteer spirit in helping  
to guarantee the continued functioning of the  
library as a trustee.