



2 Lawmar Lane Burnt Hills, New York 12027

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### **Board of Trustees Information**

The Town of Ballston Community Library Board has seven trustees who are appointed by the Ballston Town Board upon recommendation of the library board. Trustees serve without compensation and are limited to two consecutive five-year terms. Trustees appointed to fill an unexpired term are eligible to serve two full terms of their own.

The board meets monthly on the last Wednesday of the month at 7:00 pm. Four trustees constitute a quorum. Board officers are President, Vice-president, Treasurer, and Secretary. Officers are elected at the annual meeting in June. Meeting agendas include: Call to Order, Approval of Minutes of the Preceding Meeting, Monthly Financial Reports, Approval of Bills, Librarians' Reports, Committee Reports, and Old and New Business.

On a rotating basis, one member of the trustees presents a short report at one of the monthly meetings of the Ballston Town Board, normally held the second and last Tuesdays of the month.

The Board's standing committees are: Policy, Building and Grounds, Budget and Finance, Personnel, Long-range Planning, and Nominating Committee. The President is an ex-officio member of each committee with the exception of the Nominating Committee.

The role of the Board of Trustees is to formulate and adopt the written operating policies of the library and to see that the best possible library facility and service are provided to the community. Trustees assure adequate funding for the library and act as representatives to the community. The board appoints a library director to whom it delegates the responsibility of carrying out policies. The library director is the executive administrative officer of the library. The director attends board meetings and participates in discussions but does not vote on matters before the board.