

Board of Trustees
Town of Ballston Community Library
Ballston, NY

November 1, 2022

Dear Trustee Applicant,

For over 60 years, the staff and Trustees of the Town of Ballston Community Library (ToBCL) have been carrying out the Library's mission to develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation. The Library's connection with the Community has never been stronger. The Trustees of the Library Board are critical in continuing that tradition by helping the Library evolve as technology advances and the served community grows.

The Library has one Trustee term to fill, December 2022 – June 2028. This note and attachments are offered to provide you a basic understanding of the role and experience of Trustees, the context of the Library and the framework for the path forward. It is recommended that you review the contents before applying.

We, the current Board of Trustees of the Town of Ballston Community Library, appreciate your interest in volunteering as a Trustee. Please reach out with any questions.

Thank you,

The Board of Trustees
Town of Ballston Community Library

Attachments:

ToBCL Trustee Application Form
ToBCL 2022 Trustee Insights
ToBCL Fact Sheet

Cc: ToBCL Board of Trustees
Rebecca Darling

Town of Ballston Community Library Trustees Insights November 1, 2022

The Process:

- Review the content of this package
- ASK QUESTIONS. Throughout this process, ask any questions you have.
- Complete the Application and submit it to the Library (Director or Circulation Desk) prior to November 30, 2022. The Director will reach out to you confirming receipt. [Please be aware that your application will be shared with the Trustees and others responsible for the selection process.]
- Attend the November Board of Trustees Meeting on November 30 at 7:00 PM to better understand Board operations.
- Trustees may pose questions in the November meeting regarding your interest, application and candidacy. The aim of these questions is to establish collective understanding of the match between candidates and the Board.
- Based on the application, participation and discussion, the Board of Trustees will select a candidate to fill the open Trustee term. Library Policy P7300 cites the principal desirable qualifications for selection:
 1. Interest in the library, the community and the library's relationship to the community.
 2. Readiness to devote time and effort to carrying out the duties of a trustee.
 3. Recognition of the library's importance as center of community culture.
 4. Close acquaintance with the community's social and economic condition and groups within the community.
 5. Ability to work well with others.
 6. An open mind, intellectual curiosity and respect for opinions of others.
 7. Initiative and courage to plan and carry out policies, and withstand pressures and prejudices.
 8. Devotion to the library's welfare and progress is the most important qualification.

Before you apply:

1. Ensure that you are a resident of the Town of Ballston Library District – to determine this, review your 2022 Property Tax Statement from January. You are a resident if it includes a line that says:

LB001 Library

2. Review the content provided in this packet.
3. Fill out the attached application.

What you should know:

The NYLA Trustee Handbook is very informative and should be perused. It is a resource that Trustees often rely on as a reference. It can be found at:

<https://www.nysl.nysed.gov/libdev/trustees/handbook/>

Annual Report to the Public:

<https://toblibrary.sals.edu/wp-content/uploads/2022/07/2021-Annual-Report-to-the-Public.pdf>

Long Range Plan:

<https://toblibrary.sals.edu/wp-content/uploads/2022/02/Long-Range-Plan-2021-2025.docx-1.pdf>

ToBCL has 7 Trustees. They are appointed by the Town of Ballston Town Board. The appointment is for five years, and Trustees may serve up to two terms. The Board is open and efficient and is respectful with each other. The Board enjoys a favorable relationship with the Library Staff, and interacts frequently with the Library Leadership Team (Library Director, Adult Services Librarian and Youth Services Librarian).

Library Policy P7200 cites the duties and responsibilities of the Library Board. They are:

1. Employ a competent and qualified librarian.
2. Determine and adopt written policies to govern the operations and programs of the library.
3. Determine the purpose of the library and secure adequate funds to carry on the library's program.
4. Know the programs and needs of the library in relation to the community; keep abreast of standards and library trends.
5. Establish support and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws and actively support library legislation in the state and nation.
8. Establish among library policies those dealing with book and material selection.
9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library extension agency.
12. Report regularly to the governing officials and the general public.

In practice, as a Trustee, you should plan to:

- Attend the Trustee Monthly Library Board of Trustees Meeting (Last Wednesday of every month – 7:00 to ~8:30)
- Attend periodic Trustee Meetings on special topics (usually in the evenings; typically, ~ 30 minutes)
- Participate on two or three of the 6 subcommittees (Buildings and Grounds; Budget and Finance; Long Range Planning; Personnel; Policy; Nominating)
- Perform standard operating obligations on a rotating basis among Trustees (and phased to avoid overlap)

- Attend the Monthly Town of Ballston Town Board meeting. (Second Tuesday of every month – 6:30 to ~8:30)
- Attend the Monthly Town of Charlton Town Board meeting. (Second Monday of every month – 7:30 to ~8:15)
- Review the individual invoices of Library expenditures for propriety and self-consistency. (~90 minutes)
- Participate in at least two hours of Trustee Training every year, as required by NYS Law. Numerous free training sessions are readily available from NYLA.
- Participate in event driven efforts and meetings that arise periodically.
- Perform some underlying efforts to support Board activities

In all, you should plan to commit at least an hour a week to your role as a Trustee, and recognize that the needs of the role are not uniformly spread across the year.

The ToBCL is currently executing an effort to update its charter to enable operations that reflect modern Library norms. Administration of Library operations services is now being performed by the Library. The ToBCL Trustees are working with the Supervisor of the Town of Ballston to complete this Transition.

**Town of Ballston Community Library Fact Sheet
November 1, 2022**

Library Website: <https://toblrary.sals.edu>

Library Phone: 518-399-8174

Library Director: Rebecca Darling

Board of Trustees President: Julia Stone

Board of Trustees Vice President: Carolyn Speenburgh

Board of Trustees Treasurer: Steve Burchett

Board of Trustees Secretary: Sue Tomlinson

Trustees: Philip Du, Kate Schofield

Officer appointments are established annually. This is done in the June Trustee meeting (June 28, 2023).

The Library Charter, Library Policies can be found on the Library Website.