

HUDSON AREA LIBRARY

Hudson Area Library Board of Trustees - Trustee Duties and Responsibilities -

The Hudson Area Library (HAL) Board of Trustees consist of up to 18 members who serve voluntarily and with no pay for three-year terms. Trustees are elected for three-year terms renewable for an additional three-year term. Then they must leave the Board for at least a year before any possible return.

The duties and expectations of the Trustees are laid out below.

Library Trustees Duties

- Create and develop the mission of the library;
- Select, hire and regularly evaluate a qualified library director and support library director in hiring other staff as necessary;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Regularly plan and evaluate the library's service program;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Support staff and volunteers in their duties;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

[adapted from the Handbook for Library Trustees of New York State (20108 Edition)]

Expectations of Trustees

- New Trustees are expected to attend a Trustees Essentials Workshops offered Spring and Fall by the Mid Hudson Library System (<http://midhudson.org/>). This should be completed within the first six months of a new term. All Trustees should attend at least one additional trustee training session of their choice during each three-year term.

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- Library Trustees are expected to attend Board Meetings on a monthly basis and special meetings as required. Attendance through remote conferencing can be facilitated. Trustees must let the Board President know in advance if they are unable to attend a meeting to be excused. Excessive absences may lead to removal from the Board.
- Trustees are expected to participate in special HAL projects and to assist with and attend Trustee and library events.
- Trustees main work is conducted through the Committees of the Board. These typically meet once a month and require some “homework” or other activities outside of the meeting. Trustees are expected to participate in one or more Committees that best suit their interest, talents and abilities. Each Committee is chaired by a Trustee, who will report progress to the Board of Trustees. Committee members collaborate with colleagues to contribute ideas, develop strategies and plans, and help deliver on the plans.
- Trustees are expected to support the library financially. Every Trustee is asked to donate to the library to the extent their individual finances and life situation allows. It is most important that we have 100% participation by Trustees as funders regularly ask about our participation rate.
- Trustees are also expected to help expand sources of funding and support including donors, philanthropy, volunteers, and potential Board members.

Approved by HAL Board of Trustees April 24, 2021