

# RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • Mailing Address: PO Box 370 Shortsville, NY 14548 • Phone:  
585-289-7063 • Fax: 585-289-7065 • www.redjacket.owwl.org

## DUTIES & RESPONSIBILITIES OF A LIBRARY TRUSTEE

### What does the Board of Trustees DO?

- Hires a Library Director
- Defines the Library's Mission
- Sets Policy
- Oversees the Library's Finances and Facilities
- Advocates for the Library

### What does a Trustee DO:

- Attends Board and Committee Meetings Assigned
- Notifies Board President or Library Director in advance of Board meetings if attendance is not possible.
- After 3 consecutive unexcused Board meetings, the Trustee may be asked to resign.
- Promotes the Library and attends Library events.
- Takes an oath of office which is filed with the Ontario County Clerk

### Collective Authority:

The board speaks with one voice once a decision is made.

“Debate, discussion, and even disagreement over an issue are an important part of policy development and the decision making process. However, every trustee has an ethical obligation to publicly support and adopt a board decision.”

*Handbook for Library Trustees of New York State 2018*

### Duties of a Library Trustee

“The New York State Board of Regents, the institution responsible for the chartering and oversight of education corporations in New York describes the duties of trustees as those of “Care, Loyalty and Obedience” All actions must be taken with these principles in mind.”

*Handbook for Library Trustees of New York State, page 5*

### Duty of Care

*A trustee or board member must act in good faith and exercise the degree of diligence, care, and skill that an ordinary, prudent individual would use under similar circumstances in a like position.*

### Duty of Loyalty/Conflict of Interest

*Trustees/board members owe allegiance to the institution and must act in good faith with the best interest of the organization in mind. The conduct of a trustee/board member must at all times further the institution's goals and not the member's personal or business interests. A trustee/board member should avoid even the appearance of impropriety...Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.*

**Duty of Obedience** *A trustee/board member has a responsibility to ensure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.*