

# **PATTERSON LIBRARY - TRUSTEE INFORMATION**

The Patterson Library Board of Trustees consists of up to fifteen members who serve voluntarily and with no pay for three-year terms. The current Board elects new trustees. The duties of the Board of Trustees include developing the mission of the library, hiring a Library Director, securing adequate funding for the library's service program, exercising fiduciary responsibility for the use of public and private funds, adopting policies regarding library governance and use, and maintaining a facility that meets the community's needs.

In the next few years, the Trustees will continue the implementation of the library's 2010-2012 Long Range Plan, which includes a focus on the expansion of the Patterson Library facility.

Committees of the Patterson Library Board of Trustees:

Budget & Finance, Bylaws & Policy, Facilities, Nominating, Personnel, Public Relations

Current Ad-Hoc Committee: Building Committee

The library staff currently consists of: a full-time Director, Adult Services Coordinator, Youth Services Coordinator, Public Relations Coordinator and Administrative Assistant; part-time Adult Services and Youth Services Assistants; part-time Library Clerks and Library Pages. Volunteers also serve the library in various capacities.

## **LIBRARY TRUSTEE ROLES**

1. To select, hire and support a qualified Library Director
2. To secure adequate funding and facilities for the library's service program
3. To ensure stewardship and accountability in the use of that funding
4. To develop and establish policies and rules regarding the library
5. To develop and implement strategic plans that ensure the long-term relevance and quality of library services
6. To work closely with any architects, financial advisors, and other consultants to achieve library expansion
7. To promote the library in our local community and society in general

## **TRUSTEE DUTIES**

1. Trustees are responsible for attending regular monthly meetings currently held on the third Tuesday of the month at the library at 6:30 PM. Trustees are responsible for learning about the library, its policies, how it functions, and to promote the library to the community.
2. Trustees are responsible to be an active member of one to two other committees. Trustees are expected to work on the committees that best suit their talents, abilities, and training and to take a leadership role when necessary. Committees each typically meet 3-6 times per year.
3. Committee chairpersons are responsible for holding periodic committee meetings as needed and reporting to the Board of Trustees at regular meetings.
4. Trustees are expected to participate in special Patterson Library projects, to assist with and attend trustee and library events. Trustees are also encouraged to attend at least one of the two annual Putnam County trustee meetings, the Mid-Hudson annual meeting, and one trustee training each year.