



668 Route Six ~ Mahopac, NY 10541 ~ Phone: 845/628.2009 ~ Fax: 845/628.0672

# BOARD OF TRUSTEES

## ~ ORIENTATION ~



# ❧ WELCOME! ❧

*Welcome to the Board of Trustees of the Mahopac Public Library. Thank you for volunteering your time and talents! We look forward to serving with you.*



Vision Statement: To set the standard of excellence for library service in Putnam County that combines 21st century technology with a neighborhood touch.

Mission Statement: Mahopac Public Library will provide the residents of Mahopac Central School District, Town of Carmel, and Putnam County a comprehensive collection of recorded knowledge, ideas, artistic expression and information; will assure ease of access to these materials; and will provide programs to promote awareness and use of these resources.



# ❧ Mahopac Public Library ❧

- MPL is a school district library – the budget is approved by school district voters.
- MPL may also petition for a tax levy from municipalities.

*The public "owns" the library and votes directly for its trustees and budget.*



# ❧ Mid-Hudson Library System ❧

- The Mahopac Public Library is a member of the Mid-Hudson Library System (MHLS).
- MHLS provides many services to libraries, including:
  - resource sharing, including interlibrary loan
  - promoting community support
  - access to a range of information
  - library consulting and advice on issues affecting our library
  - professional development of staff and trustees
  - reference services
  - technology support, including hosting online catalog access for the public



## ❧ Role of a Trustee ❧

1. To plan and evaluate the library's service program.
2. To adopt policies and rules regarding library use.
3. To secure adequate funding for the library's service program.
4. Stewardship and accountability in the use of that funding.
5. To promote the library in the local community and in society in general.
6. To select and hire a qualified library director. The Board governs, the Director manages day-to-day operations.

*“Trustees must work cooperatively with other members of the board; no trustee can speak or act for the board unless specifically empowered to do so.”*

*From the Handbook for Library Trustees, Millennium Edition, p.5*



# ❧ Role of a Trustee ❧

## Golden Rules for Board Members

- Leave the actual management of the library to the library director.
- After a policy or rule is adopted by the majority vote of the library board, do not criticize or re-voice your opposition publicly.
- Respect confidential information. Do not divulge information learned during executive sessions of the board, or any information regarding future board actions or plans until such action is officially taken.
- Observe publicity and information policies of the board and library. Do not give information individually but refer requests to the director or appropriate representative to interpret policies.
- Treat staff members and the director in an objective manner. Under no circumstances listen to grievances of a staff member or treat individual problems on your own. The library director is in charge of the staff and had administrative control up to the point where a grievance is presented to the library board as a whole.
- All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting.
- Do not hold board meetings without the library director.
- Complaints from the public are the director's responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.



New Board Member  
EVENTS

- Take a scheduled Tour of the Library.
- Meet the Staff, members of the Friends of MPL and members of the Board of Trustees at an informal welcome immediately before the first Board meeting of service.
- Receive your Trustee Manual and name badge.



New Board Member

# EXPECTATIONS

- Attend Monthly Board Meetings.
  - *The Board meets on the fourth Wednesday of the month beginning at 7:30pm in the third floor Board room.*
- Join two committees, attend and actively participate in their meetings.
  - *Committees include: Advancement/PR, Board Development, Bylaws/Policy, Finance, Friends' Liaison, Personnel, Planning*
- Attend training workshops for new library trustees given by Mid-Hudson Library System (MHLS).
  - *See [www.midhudson.org](http://www.midhudson.org) for schedule.*
  - *Trustee Essentials and Advanced Trustee Education workshops are recommended.*
  - *Topics include the structure of libraries in NYS, role of the trustee and effective meetings.*



# LIBRARY INFORMATION

## LIBRARY WEBSITE

[www.mahopaclibrary.org](http://www.mahopaclibrary.org)



## LIBRARY HOURS

<b>Monday - Thursday</b>	<b>9:30 a - 9:00 p</b>	
<b>Friday</b>	<b>9:30 a - 5:00 p</b>	
<b>Saturday</b>	<b>9:30 a - 5:00 p</b>	(Closed at 3:00 p in July and August)
<b>Sunday</b>	<b>1:00 p - 5:00 p</b>	(Closed on Sundays in July and August)



## ❧ QUESTIONS ❧

- The Library Director, Pat Kaufman, or Assistant Director Sheelagh Kaplan, can be reached at 845-628-2009.
- In your Trustee Manual there is a complete list of Board Members and their contact information.  
*The Board communicates primarily through email.*
- Please do not hesitate to ask any questions!

*Thank you!*

