

# Phoenicia Library



The Marilyn Dershowitz Memorial Building  
PO Box 555, Phoenicia NY 12464

Dear Shandaken Resident,

Thank you for your interest in becoming a member of the Phoenicia Library Board of Trustees. New trustees have the opportunity to learn about the library from a new perspective.

The Phoenicia Library is a vital part of our community. We offer a diverse collection of over 10,000 items on our shelves including fiction & nonfiction books for adults & children, an extensive DVD collection, public computers & wireless access, a separate children's room, plus reference materials & personal assistance.

In addition we offer a wide array of adult and children's programs covering everything from story time to presentations on technology, local history, music and so much more. These are just a few of the wonderful services the Phoenicia Library provides for our patrons and community and with your help, we can continue to grow and serve the residents of Shandaken.

We truly hope you will take this opportunity to play a major role in the future of the library, and submit your application for consideration for a position on the Board of Trustees. If you have any questions please feel free to contact us.

Please look over the information sheet for prospective trustees and fill out an application. You may drop them off for the board attention Liz Potter at the library or email them to the board via [director@phoenicalibrary.org](mailto:director@phoenicalibrary.org) We look forward to hearing from you!

Sincerely,

The Phoenicia Library Board of Trustees

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## **TRUSTEE INFORMATION**

The Phoenicia Library Board of Trustees consists of 7 members who serve voluntarily and with no pay for five-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 2019, the Trustees are currently involved in revising our policy handbook, which must be reviewed every five years. Additionally, we are looking at initiating a library budget vote in 2019 under NYS Education Law Section 259, Chapter 414 which establishes a minimum, secured funding for the library.

Committees of the Phoenicia Library Board of Trustees:

Finance, Policy, Building, Community Outreach, as well as other ad-hoc committees such as 414.

The library staff currently consists of a full-time Director, a part-time program administrator, and 6 part-time Library Clerks. 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 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 Thursday 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 1-2 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, sometimes less.
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 Phoenicia Library projects, to assist with and attend trustee and library events when they can. Trustees are also encouraged to attend one trustee training each year.

February 2019