

# 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 local history, books 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 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@phoenicialibrary.org](mailto:director@phoenicialibrary.org) We look forward to hearing from you!

Sincerely,

The Phoenicia Library Board of Trustees

2022

# Phoenicia Library



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

## **TRUSTEE INFORMATION**

The Phoenicia Library Board of Trustees consists of town residents 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.

Trustees must be a full time resident in the Town of Shandaken and be able to attend all monthly meetings except for excused absences.

Committees of the Phoenicia Library Board of Trustees:

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

The library staff currently consists of a full-time Director, a part-time program administrator, and 7 part-time Library Clerks. Volunteers also serve the library in various capacities. We have a Friends of the Library volunteer group to create or help with events and to fundraise for our operating budget. Sometimes a prospective board member finds they would prefer to be an officer of the Friends, rather than be on the board, for reasons of time and interest.

## **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. Committees: The work of the board occurs in committees which meet regularly. Some meet monthly, others meet periodically as needed. Trustees are responsible to be an active, contributing 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 (committee chair) when necessary. Committee chairpersons are responsible for convening committee meetings and reporting to the Board of Trustees at regular meetings.
3. Trustees are expected to participate in special Phoenicia Library projects, to assist with and attend trustee and library events when they can. Starting in 2022, the state requires that Trustees attend one 2 hour training on their trustee role (often online) per year, as well as annual 2 hour sexual harassment training (online).

## **WHAT IS A SUCCESSFUL TRUSTEE?**

1. A Trustee for Phoenicia Library is deeply interested in the mission of the library and the wellbeing of the community and staff.
2. One of the things we look for is a board member who can commit and attend monthly board meetings as well as spend time with committees, events or other board projects. Sometimes we have found that people are enthusiastic and have a lot of skills, but that it doesn't fit into their schedule.
3. Another important consideration is whether a trustee is comfortable being part of a collective decision making process. While we often have diverse opinions, once the board has a vote, all board members are expected to support and implement the collective decision.

## **PROCESS OF BECOMING A TRUSTEE**

1. Members of the public who are interested in becoming a trustee are invited to reach out to the library director or a current Trustee.
2. To make sure it's a good fit, we ask that prospective trustees join us over several months by regularly attending our monthly board meetings and getting involved on committees and events. As a member of the public, you are able to participate fully, with the exception of voting.
3. Sometimes, prospective Trustees find the commitment or timing doesn't work, and that is fine! We ask you to join our Friends as a volunteer and help us with less time commitment.
4. After several months, the current trustees will vote to approve the new members.

Thank you so much for your interest!

# Phoenicia Library



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

## Trustee Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_

Education: \_\_\_\_\_

\_\_\_\_\_

Specialized Training/Skills: \_\_\_\_\_

\_\_\_\_\_

Employment (Current and Past): \_\_\_\_\_

\_\_\_\_\_

Please list all boards and committees you have served on (civic, religious, social, political, professional):

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in serving on the Library Board of Trustees? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific talents or abilities you have to offer the library board: \_\_\_\_\_

---

---

On which committees would you like to work? What area of the board's work are you most interested in?

---

---

Availability? Do you have a time period when you are not available? \_\_\_\_\_

---

References: Please list two people other than members of your family, who know you. Please give complete information.

<u>Name</u>	<u>Relationship</u>	<u>Phone</u>	<u>Email</u>
-------------	---------------------	--------------	--------------

---

---

Please list any groups or organizations that you could serve as a liaison to on behalf of Phoenicia Library:

---

I certify that the answers I have given on this application are true and complete to the best of my knowledge.

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_