

# Rockwell Falls Public Library

Appointing Trustees Information presented by the Southern  
Adirondack Library System

November 21, 2023

# Thanks

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- Everyone in this room has the same goal - to reopen the library as quickly as possible and provide high-quality library services to all members of the community.
- Thank you to all who are either attending the meeting in person or remotely and for caring deeply about the library.
- Thank you to Josh Jacquard and Jason Hall for facilitating the meeting.
- Thank you to Claire.



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LIBRARY SYSTEM

# Housekeeping

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- Hybrid meeting: the entire meeting will be recorded and posted on the Rockwell Falls Public Library website.
- SALS presentation will be recorded and posted on the SALS website.
- SALS presentation will last 15 minutes.
- These slides will be made available on the RFPL and SALS websites.
- Remote attendees can submit via the Q&A function.
- In person attendees, please give the questions to a RFPL representative.

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- Questions may also be submitted via [rfpltrustee@sals.edu](mailto:rfpltrustee@sals.edu)
- Questions & Answers will be added to the Frequently Asked Question (FAQ) document. This can be found on the SALS website: [www.sals.edu](http://www.sals.edu)

# Why are we here?

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- The Rockwell Falls Public Library must have five trustees.
- New York State General Construction Law §41, no action can be approved by the board of a public library without a “majority of the whole.”
- A minimum of three trustees are needed to form a quorum to conduct the business of the library, including hiring staff.
- The library currently has two trustees and lacks a majority of the whole.
- The New York State Board of Regents will appoint three trustees.
- The Southern Adirondack Library System was asked to solicit candidates and submit names to the NYS Education Department.



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## Rockwell Falls Public Library

### School District Public Library

Chartered by the Board of Regents of the University of the State of New York

A charter gives the library a corporate existence

The powers and duties of all library boards are defined in NYS Education Law §226

Fundamental Rules of Conduct for the Board

Details important powers

Hold and control property

Hire staff

The library is also registered with the Education Department.

Demonstrates compliance with Education Department Regulations Title 8 New York Codes, Rules and Regulations (NYCRR) §90.2 (Minimum Standards). A library must maintain its registration to receive local and state public funding.



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# Application Process

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- An online form has been created to solicit volunteers.
- Strongly encourage all applications to be submitted online.
- Link to application: [Here](#)
- [www.rockwellfallspubliclibrary.sals.edu](http://www.rockwellfallspubliclibrary.sals.edu)
- [www.sals.edu](http://www.sals.edu)
- Additional information requested:
  - Resume
  - Letter of interest
  - Two references (name and email)

# Trustee Responsibilities

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- Developing and approving the mission of the Rockwell Falls Public Library.
- Planning and evaluating the library's services and programs based on community needs.
- Selecting, hiring, and evaluation of library manager.
- Securing adequate funding.
- Fiduciary responsibility of public funds.
- Adopting policies and rules for governance.



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# Trustee Responsibilities

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- Maintaining the library building to meet community needs.
- Advocating for the library in the Rockwell Falls Public Library District and society.
- Conducts the business of the library openly and ethically in compliance with laws, regulations, and respect for the institution, staff, and public.

# What happens next

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- **All applicants will be considered.**
- People who live outside of the Hadley Luzerne Central School District or under 18 years of age will be disqualified from consideration.
- SALS staff member, not involved in the review process will redact all names and addresses.
- SALS staff will review all redacted applicants using a rubric and rate each applicant.
- The highest-scoring applicants' names will be forwarded to the NYS Education Department.

# Details and Dates

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- Application process opens on Nov 21.
- Completed applications due by end of day Dec 4.
- Top-ranked applicant names will be forwarded to the NYS Education Department no later than Dec 8.
- NYS Board of Regents appoints the library trustees.
- Regents meetings Dec 11-12, 2023; Jan 8-9, 2024

# Review Process

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A library board should reflect its community. Some considerations include:

Location in the district (reflecting all of the towns in the school district)

Range of ages

Knowledge or special skills to fill in any gaps in current board expertise

Strong community and library vision

Represent the ethnic, racial, and cultural diversity of the community



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# Resources

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- Send questions to: [rfpltrustee@sals.edu](mailto:rfpltrustee@sals.edu)
- Check the Frequently Asked Questions document
- [New York State Education Department Board of Regents](#)
- [Handbook for Library Trustees of New York State](#)
- [NYS Library Trustee Resources](#)
- [Statement on the Governance Role of a Trustee or Board Member](#)