

# Trustee and Meeting Considerations

The Cuba Circulating Library Association was granted a Charter by the Regents University of the State of New York on October 9, 1872. That charter was amended on October 2, 2002. The amendment increased the chartered service area to that portion of the Cuba Rushford School District that is located in the townships of Belfast, Cuba, Clarksville, Friendship, Hinsdale, Ischua and New Hudson. This area is the same area as is served by the Cuba Elementary School.

The Cuba Circulating Library Association holds a Federal tax exemption under section 501 ( C ) (3). The Association also is New York State sales tax exempt.

As an Association Library, the Cuba Circulating Library is a private corporation established by the members of the Association. It contracts with a unit of local government to provide library service. This contract may be written or oral, but it is always implied. The library is primarily supported by public funds.

Under the Bylaws, the Library Board consists of 12 members and meets the second Monday of each month at 5:30 at the Library. The Board is bound by NYS Open Meeting Law to conduct business in public. Notices of the monthly meetings will be placed in the Library's monthly newsletter, *Check It Out*, and in the *Cuba Patriot and Free Press*.

The Trustees serve up to two consecutive three-year terms. Trustees are selected by current Board members who seek individuals who are library users and are informed about library issues, and who are able to attend and participate in at least 50% of Board meetings. Trustees must be eligible to vote in Cuba Rushford School District referendums.

Trustees are responsible for:

- Selecting and hiring a qualified library Director
- Creating and developing the mission of the Library
- Securing adequate funding for the library's service program
- Exercising fiduciary responsibility for the use of public and private funds
- Adopting policies and rules regarding library governance and use
- Regularly planning and evaluating the library's service program
- Maintaining a facility that meets the library's and community's needs
- Promoting the library in the local community
- Conducting the business of the library in an open and ethical manner

The Library Director prepares a monthly report, a financial report, a youth services report and an agenda for all Board members seven days before the meeting.

Full and accurate minutes are taken at each meeting and are available for public review. After Board approval, the minutes are signed by the Secretary before filing.

**Approved by the Cuba Circulating Library Board of Trustees December 10, 2007.**