



POSITION DESCRIPTION: SYSTEM TRUSTEE

OWWL LIBRARY SYSTEM

About the System: OWWL Library System (formerly Pioneer Library System) is a New York State-chartered, cooperative public library system¹ that supports library services and the 42 libraries in Ontario, Wayne, Wyoming, and Livingston Counties.

Mission: Support library services across Ontario, Wayne, Wyoming, and Livingston Counties.

Vision: Everyone enjoys the freedom to read, learn, and grow through equitable access to library services.

Core Values: Access, Community, and Intellectual Freedom.

TRUSTEE POSITION SUMMARY

Trustees of the OWWL Library System's nine-member Board are elected at the System Annual Meeting held in October of each year, and appointed to a three-year term beginning on the following January 1 and ending on December 31 of the third year of their term. Each trustee may serve up to three consecutive three-year terms.

The System Board governs the OWWL Library System through collective authority by passing motions and voting on issues brought before them. Trustees of the System Board are considered public officers and are required to take an oath of office within 30 days of the start of each of their terms.

Trustees are expected to act in the System's best interest and follow all policies, laws, and oaths associated with the position.

To protect System Trustees, OWWL Library System provides Board members and key employees with Officers' and Directors' Liability Insurance (a.k.a. Errors and Omissions Insurance) coverage

¹ Division of Library Development, Types of Library Systems: A Comparison, <https://www.nysl.nysed.gov/libdev/libs/libtypes.htm>

should a motion, decision, or action of the Board, in the appropriate discharge of their duties, result in legal action.

OFFICERS AND STAFF

Board officers include the President, Vice-President, Secretary, and Treasurer². The Board also appoints a Claims Auditor, independent of the board, each year to ensure that all expenditure vouchers are properly itemized and documented before payments are made.

The Executive Director acts as Recording Secretary for Board Meetings, CEO and CFO of the System, and oversees all day-to-day operations.

The Finance Director prepares all financial reports under the direction of the Executive Director.

A Certified Public Accountant performs an independent audit each year.

MEETINGS

Monthly Board meetings are held on the second Wednesday of the month at 5 PM at the OWWL Library System Headquarters at 2557 State Route 21, Canandaigua, NY 14424. These meetings generally run one to two hours in length.

Meetings are advertised in compliance with Open Meetings Law and are considered public meetings. There are 8 to 11 meetings annually, including the Annual Membership Meeting in October. In addition, each Trustee serves on a committee (Personnel, Policy, Finance, Audit, or an ad hoc committee established during the year). Committee meetings are scheduled on an as-needed basis.

System Board members are expected to attend every meeting. A Board packet is sent out electronically one week prior to the meeting. A typical packet includes a proposed meeting agenda, minutes of the last meeting, financial reports, staff reports, committee reports, and various correspondence to be considered.

CONTINUING EDUCATION AND TRAINING

OWWL Library System Trustees must complete two hours of continuing education each year to comply with Education Law 260-d³.

Trustees must also comply with the mandated New York State Sexual Harassment Prevention training on an annual basis. OWWL Library System will provide this training.

² Descriptions of the Officer Positions are available in the System Bylaws.

³ The New York State Senate, Section 260-D

Board of Trustees Continuing Education, <https://www.nysenate.gov/legislation/laws/EDN/260-D>