



**A WORKSHOP FOR LIBRARY TRUSTEES AND LIBRARY DIRECTORS/MANAGERS**

## TRUSTEE ESSENTIALS

A full-day workshop addressing two important aspects of trusteeship: roles and responsibilities and writing effective library policies.

**Saturday, May 10, 2014**

**10 am – 3 pm**

*Lunch provided*

- **10am-12pm Roles and Responsibilities of Library Trustees with Cassie Guthrie, Executive Director, Pioneer Library System**  
Get the basics on trustee responsibilities, including the role of the library director. We'll explore the concept of collective authority, and how local public library boards fit into the bigger picture of the New York State Board of Regents.
- **12pm-1pm Lunch**  
This is a great opportunity to network with other trustees from throughout the Pioneer Library System.
- **1pm-3pm Writing Policies that Work with Lauren Moore, Assistant Director and Ron Kirsop, Consultant Librarian, Pioneer Library System**  
Setting policy is one of the most challenging and important trustee responsibilities. This participatory workshop will introduce tools and techniques to help your library's staff and board work together to create effective policies.

**Please register:**

- **online by going to the PLS website at <http://www.pls-net.org>**  
Click on the Calendar link located on the right, and select Trustee Essentials: a Trustee/Director workshop or follow this link: <http://tinyurl.com/May2014-TrusteeEssentials>

**OR**

- **using the tear sheet below. Send via mail, fax or e-mail to:**  
Jeanne Hayes, Pioneer Library System, 2557 State Route 21, Canandaigua, NY 14424  
phone: 585-394-8260 x 109 fax: 585-394-1935 email: [jhayes@pls-net.org](mailto:jhayes@pls-net.org)

Yes, I will be attending the Trustee Essentials workshop *on Saturday, May 10, 2014.*

Name \_\_\_\_\_

Address \_\_\_\_\_

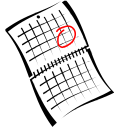
Phone \_\_\_\_\_ Email \_\_\_\_\_

Your Library \_\_\_\_\_

Dietary restrictions? \_\_\_\_\_

**Registration for Trustee Essentials: a Trustee / Director workshop**  
**Saturday, May 10, 2014 from 10 am – 3 pm**

**@ Pioneer Library System, 2557 State Route 21, Canandaigua**



***Registration also available online for:***

- **Friends & Foundations Roundtable, Friday, April 11, 10 am – 12 pm**

**Upcoming:**

- **Pioneer Library System Open House, details to follow**



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**Join Us for:  
Trustee Essentials - a trustee/director workshop**