



### Current Events:

No news on the passage of the NYS Budget as of this writing.

### Updating Your Sexual Harassment Policy

NYS has updated their model sexual harassment prevention policy to include how to address remote workers, gender discrimination and retaliation in the workplace. The new policy language can be viewed at the State's website [here](#).

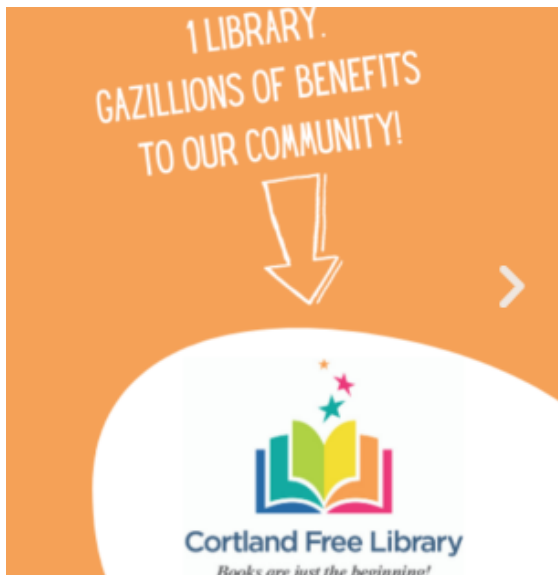
A model policy was emailed out to directors and trustees. Boards should update their policies with the new wording over the next month or two.

The NYS Department of Labor has also updated the model training requirement and has provided new training videos. You can view them [here](#).

This training is required annually for library staff, volunteers and board members. For board members, this training is separate from your new annual trustee education requirement.



Let's add "Visit Your Library" to this list.



Screenshot of the [Cortland Free Library's landing page](#). Director Jen Graney also spoke at a school board meeting for the first part of their campaign.

## School Ballot Referendums

NYS Annual School Budget Vote is Tuesday, May 16

The referendum process unfolds over several months. As we enter the final stretch, our members are stepping up efforts to communicate the value of libraries to their communities. For example, the [Cortland Free Library](#) created a [landing page](#) on their website that uses statistics and personal stories to make their case.

A reminder that while you are allowed to share information on what day, time, where to vote, and what library patrons would be receiving if a vote passed (more hours, programming, more books, etc.), any messaging that could be viewed as asking for a "yes" vote is not allowed. If you have any questions, or would like us to review your messaging or social media posts, please reach out to Sarah or Heidi.

## Board Calendar

### May 16th

#### **NYS Annual School Budget Vote**

*Good luck to our libraries with referendums on the ballot.*

### June 20th 5:00 PM–6:30 PM

#### **Trustee Handbook Book Club**

#### **[Financial Planning & Budgeting](#)**

*Follow the link to register.*

#### **Referendum Reminder**

While you can encourage your community to vote, be sure to avoid any "Vote Yes" messaging.

## Oath of Office

Is your library a municipal, school district, or special legislative library? Public Officers Law requires trustees serving on the boards of these types of libraries to take an Oath of Office within 30 days of the start of their term.

The oath must be notarized and filed with the county, town or village clerk depending on the type of library.

Trustees of association libraries do not need to take an Oath of Office. Association libraries are considered private non-profits therefore trustees are not seen as public officers.

For more information visit:

<https://www.nysl.nysed.gov/libdev/trustees/oath.htm>

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## Board Best Practices: Quorum

Quorum: *noun* the minimum number of members of a board that must be present at any of its meetings to make the proceedings of that meeting valid

Volunteering for your library's Board takes dedication and commitment. Having quorum at meetings keeps the Board's work moving forward and balanced.

### **What is Quorum for my Board?**

The number of trustees that make up your library's Board is set forth in your charter. By definition, a quorum is having a simple majority of the total members present to conduct business. Board members must be physically present to count toward quorum.

### **What if We Don't Have Quorum?**

With a few exceptions, any business (votes, motions, etc.) that is conducted without quorum is invalid. The Board President may call to end the meeting.

### **What is the "Majority of the Board"?**

A Board meeting with just the members present that make up the quorum of your Board is acceptable.

However, every motion at that meeting must pass with a unanimous affirmative vote; otherwise, they are not valid. A majority for a vote is always based on the total number of Trustees on the Board, not by a majority of those present.

### **What about Committees?**

With the exception of association libraries, Board committees must meet quorum to conduct business.

### **What About Open Meetings Law?**

According to [NYS Open Meeting Law](#), anytime enough municipal, school or special legislative library board members are together to constitute quorum the requirement for a public meeting has been met and the public must be notified. Association library board committees do not need to follow this rule.



## Strategic Planning and Your Library

"If you don't know where you are going, you'll end up someplace else." -Yogi Berra

**Nineteen seasons behind the plate gave Berra a unique perspective of the game where he could see all the players and the possibilities.**

### **NYS Minimum Public Library Standard No. 2**

states that your library must have a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. (We'd advocate that your community also be involved.)

Sometimes the day-to-day business of the library can make it difficult to think about the future. Boards have the responsibility to step back and view the bigger picture for their library. Strategic and long-range plans offer a broader view of the field.

Often, the terms "long-range" and "strategic plan" are used interchangeably but there are differences. Long-range plans, as the name implies, takes the view of the library's work over the next 5-7 years. Strategic plans operate in a shorter window and focus on how your present actions impact the future. It's useful to think of Strategic planning as answering the question, "What do we have to do now in order to improve our ability to operate five years in the future?"

Working from the position of the library's long range and strategic plans keeps your library on the path to meeting your community's needs.

*When is the last time your Board took a look at your library's plans?*

### **Strategic Planning Resources:**

- [Library Planning 101 - YouTube](#)

*This webinar is from the North Country Library System.*

- [Strategic Planning Part 1](#)
- [Strategic Planning Part 2](#)

*This Mini-Webinar with Ron Kirsop is based on the Trustee Handbook.*

- [Trustee Handbook Book Club](#)

*The August session is dedicated to Strategic Planning.*

### **Model Strategic Plans from FLLS Libraries:**

- [Ulysses Philomathic Library](#) (Trumansburg)
- [Interlaken Public Library](#) (Interlaken)



The Ulysses Philomathic Library won the Non-profit of the Year Award from the Trumansburg Area Chamber of Commerce.