

Nominating Committee Duties and Responsibilities

The Nominating Committee shall be elected by the trustees (as per By-Laws) for a term of one year. Election shall take place at the September Board meeting.

The nominating committee shall consist of the Chair and at least two trustees. It shall present one name for each position on the Board determined to be vacant for the coming year at the June meeting of the Board of Trustees. The President shall not be permitted to sit on the committee unless voted on by unanimous vote of the board,

The slate of officers shall be presented to the Board at the meeting prior to the Annual Meeting. If any vacancy occurs on the Board of Trustees, replacement candidates selected from library members shall be proposed by the committee within two months of the date of vacancy. (As per By-Laws).

Committee Procedure

1. The committee is elected at the September meeting of the Board of Trustees for a period of one year.
2. Committee ascertains which trustee(s) are serving year 5 of their term, as well as which of the two terms they are completing. Committee shall contact said trustee to determine their interest in continuing as trustee prior to the June meeting.
3. Each name presented to the committee will be accompanied by a brief bio compiled by the person bringing the name to the committee.
4. Names of the chosen candidates with a brief bio are presented to the Board at the June meeting

Criteria for nomination:

- Person has interest in the library, and uses the library on a regular basis.
- Person is willing to devote volunteer time to the library.
- Person will be an advocate of the library in the community.

Board Officers

Each officer on the Board (President, Vice President, Treasurer and Secretary) serves a term of one year. Each year, the Nominating Committee will nominate the person who can most effectively fill each of the positions. A person may serve up to ten years (2 trustee terms) in the same position. There is no President-Elect seat on the Board; any trustee may be nominated for President by the committee.

Checklist for Effective Library Trustees: *

- Ensure you are familiar with current library services and programs, including online resources
- Review critical documents such as the library's bylaws, budget, long-range and strategic plans, and policies
- Understand the roles of all involved—the board, director, staff, Friends of the Library, and patrons. In particular, understand the role of the director as Chief Executive Officer (CEO) of the library and support the director's administrative decisions.
- Be a team player and treat your fellow board members, library director, and staff with dignity. Contribute to a board and organizational culture that prioritizes inclusivity. Respect all opinions; whether you agree or not.
- Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
- Attend all board meetings and be prepared to participate knowledgeably by reading board meeting materials in advance.
- Be familiar with the core values of libraries, found in the glossary in the appendix [see source below]. These are compass settings to help boards with policy development and decision-making.
- Use the lens of sustainability, discussed further in the appendix, to make decisions that seek balance at the nexus of economic feasibility, environmental stewardship, and social equity.
- Question issues until you understand. Don't be reluctant to vote no on a proposal you don't understand or are uncomfortable about.
- Support board decisions even if you disagree. Democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
- Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive, *or appear to receive*, any gain, tangible or intangible, in dealing with the library.
- Advocate for the library in every manner possible.
- Support competitive salaries and benefits, including an investment in continuing education, to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.
- Ensure both the Library Director and Board are evaluated annually. This process has proven to be an effective means to improve intra-board communication and bring focus to the tasks at hand.
- Always remember that your job is to provide the highest quality library service possible for your community.

* Handbook for Library Trustees of New York State by Jerry Nichols and Rebekkah Smith Aldrich, 2023 edition.

Revised by the Board of Trustees December 16, 2009, September 24, 2025