

2026 TRUSTEE TRAINING SESSIONS

Title: “Top Techniques for Tight Meetings: Robert's Rules, Resolutions, Minutes, and Agenda”

Description: A good meeting starts with a good agenda...and is aided by careful use of resolutions, minute-taking, and a dash of Robert's Rules. This session will review the basics of preparing an agenda, preparing a board packet, meeting notices, meeting via teleconference, allowing public comment, passing routine items, moving into executive session, and posting minutes. To make it fun, attendees will participate in a simulated meeting environment.

Date: Wednesday, March 18th at 6pm

Duration: 2 Hours

Title: “Library Partnership Agreements”

Description: New York State regulations require libraries to "establish and maintain partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service." What do these "partnerships" look like? When is a contract needed? This session will review the requirement, discuss different models for establishing such relationships, and talk about the letters of agreement, MOU's, contracts, and other documentation to solidify them. Attendees will work from templates they can take back to their libraries.

Date: Wednesday, March 25th at 6pm

Duration: 2 Hours

Title: “When A Board Evaluates a Director: Do's, Don'ts, and Documentation”

Description: One of the most critical functions of a library board is to hire and evaluate the library director. How can a board build an evaluation process that meets the needs of the library? During this session, attendees will discuss the fundamental considerations of creating a director evaluation process, special considerations due to contracts and/or civil service, and tying evaluation into long-range planning. We will also review template job descriptions, hire letters, sample contracts, and evaluation materials.

Date: Wednesday, October 7th at 6pm

Duration: 2 Hours

Title: “Using Committees to Perform Deep and Meaningful Board Work”

Description: This session will review key areas where library boards can use committees (some powered by members who are not trustees) to tackle big issues and get them ready for review by the full board. Areas we'll explore using committees to share the work of are: budget, financial audit, investment, facilities, programming, personnel, long-range plan, annual report to the community, community partnerships, elections/succession planning, bylaws review, director search. Materials will include model committee charges and a learning checklist of methods discussed during the session.

Date: Wednesday, October 21st at 6pm

Duration: 2 Hours