

An Invitation to Serve as a Trustee for Katonah Village Library

The Katonah Village Library (KVL) depends on the involvement of neighbors like you to ensure our services best reflect the community's needs.

Effective trustees bring to KVL a knowledge of our community and of KVL, and a commitment to free access to information. Effective KVL trustees also bring a willingness and ability to continually assist the Director in maintaining and strengthening KVL's services – through thoughtful problem-solving, creativity, collaboration, and an energetic “roll-up-your-sleeves” mindset in raising funds to support the library's staff, programs, and building. Last, but certainly not least, the most effective KVL trustees exhibit the personal attributes of generosity, open-mindedness, discretion, integrity, respectfulness, humility, humor, common sense, and industriousness. The KVL Board's credo is, “Be the Trustee you'd want to work with.”

Each Trustee on the KVL Board serves a three-year term, with a maximum of two contiguous terms. The board meets 11 times per year; meetings are held on the fourth Monday of each month (except August) at 7 PM in the KVL downstairs meeting room.

Please read the list of “Trustee Responsibilities,” below. If you are interested in serving on the KVL Board of Trustees, please complete the KVL Board of Trustee Application and return it to the KVL Director. This expression of interest will make your name available for consideration by the KVL Board of Trustees' Nominating Committee at the time of a vacancy but will not guarantee appointment. For more information, please contact KVL Director Mary Kane at mkane@katonahlibrary.org or (914) 232-3508.

Thank you for your interest in serving as a trustee on the KVL Board!

Katonah Village Library (KVL) Board of Trustees: Responsibilities and Desired Qualifications

Legal

- Develop and adhere to KVL Board-approved policies and bylaws

Fiduciary

- Obey federal, state, county, and local laws as they relate to public library systems
- Actively review, approve, and manage an annual budget that allows for prudent allocation of funds and expenditures to support KVL activities
- Recognize that KVL's best interests must prevail over an individual's interests

The Board

- Conducts regular and open meetings of the Board of Trustees with the Director, and ensures adequate record-keeping and transparency related to those meetings
- Selects, hires, and oversees a competent and qualified director
- Determines and adopts written policies to govern the operation of the library
- Develops a long-term plan of service to guide the commitment of resources to meet the changing needs of the community KVL serves
- Adopts an annual budget adequate for meeting goals and objectives

- Reviews monthly financial statements in context of the annual budget
- Publicly advocates on behalf of KVL at the hamlet and town levels, as needed

The Individual Trustee

- Knows KVL's mission, policies, programs, and needs
- Prepares for, attends, and actively participates in KVL board meetings
- Participates fully in one or more Board committees
- Actively assists in the planning and implementation of KVL fundraising events
- Attends and/or provides financial support to KVL fundraising activities
- Helps identify and leverage personal and professional connections that can benefit KVL's fundraising, programming, and reputational standing
- Maintains confidentiality about internal matters of KVL discussed during executive session
- Signs an annual conflict-of-interest disclosure and updates it during the year as necessary; discloses potential conflicts before meetings and actual conflicts during meetings

Required Qualifications of KVL Trustees (Ongoing)

- Current member of Katonah Village Library, or a Westchester County Library, currently residing in Westchester County, aged 18 or over. (Note: At least two-thirds of the entire Board must reside in the Town of Bedford.)
- Willingness to devote appropriate levels of time, attention, effort, and talents to the board
- Ability and inclination to think clearly, question objectively, respectfully consider ideas and opinions that may differ from one's own, and have a "big picture" perspective
- Awareness and appreciation (or a willingness to develop both) of the past, present, and potential role of the public library in Katonah and in society
- Collectively, the KVL Board of Trustees should represent a diversity and balance of interests, ages, races, gender, cultures, and socioeconomic levels
- Collectively, the KVL Board of Trustees should represent a variety of occupational and personal backgrounds that will allow the Board to provide a breadth of perspectives, as well as practical advice and guidance, to the Director
- Given the typical, ongoing work of the Board, practical background and/or direct experience in one or more of these areas is desirable:
 - o Involvement in community organizations
 - o An understanding of local government operations, of public boards, and commissions
 - o An interest in long-range planning
 - o Personal/professional experience in one or more of these areas:
 - Education
 - Architecture/Construction
 - Accounting/Finance
 - Business
 - Personnel Management
 - Technology
 - Fundraising/Development
 - Law/Government
 - Humanities
 - The Arts
- Given the backgrounds and experiences of individuals currently serving on our Board of

Trustees, following are the desirable qualifications of new KVL Trustee Start-of-Term:

- o Professional background in finance/investments (and willingness to serve on the Board's Finance Committee)
- o Professional background in architecture/construction
- o Professional background in employment law or personnel management
- o Professional or volunteer background in development and fundraising