



FAQ: Serving on the Library's Board of Trustees

What are the roles and responsibilities of the Board of Trustees?

The Board of Trustees develops the mission of the Library, adopts policies governing the Library, appoints and evaluates a qualified Library Director, evaluates programs and services, maintains the physical facility, sets personnel policy for the staff, and exercises fiduciary responsibility for the use of all funds. Its members also serve as advocates for the Library in every possible manner.

Who is eligible to serve as a trustee?

Residents of the Amagansett School District who hold a valid Amagansett Free Library card, who is eighteen (18) years old or over, and who is not employed by the Library are eligible for election to the Board of Trustees.

What are the terms of office?

A trustee term is three (3) years. Trustees can be elected for two consecutive terms, however "No Trustee shall be elected for more than two consecutive terms, either full or partial, which total more than seven (7) years." (*Amagansett Free Library Trustee Bylaws*). After serving two terms, a trustee must wait one year from the end of their previous term before running for trustee again.

How will trustees be elected?

Any Amagansett School District resident, 18 years and older, with a valid Amagansett Free Library card, may vote in the trustee election. The Election is typically held in March each year, with time made available for in-person and absentee voting. The votes are counted and ratified at the March Annual Meeting, typically the last Friday in March at 9 AM. Each February, the website will be updated with the dates and times of the year's Trustee Election.

What are the qualifications for a Board seat?

The Board of Regents of New York describes the duties of trustees as those of "Care, Loyalty and Obedience." To be a qualified trustee, you must be prepared to take all actions as a trustee with these principles in mind.

1. **Duty of Care:** A trustee or board member must act in good faith and exercise the degree of diligence, care and skill that an ordinary prudent individual would use under similar circumstances in a like position.
2. **Duty of Loyalty:** Trustees/board members owe allegiance to the institution



Amagansett Free Library

and must act in good faith with the best interest of the organization in mind. The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests. A trustee/board member should avoid even the appearance of impropriety.

- 3. Duty of Obedience:** A trustee has a responsibility to ensure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

[\(Handbook for Library Trustees of New York State, 2023\)](#)

What is the time commitment of a library trustee?

The full board meets once a month, typically on the last Friday of each month at 9:00 AM, and are expected to review the Board Packet in advance of the meeting. Monthly attendance is expected. Additionally, all trustees serve on at least one committee, such as finance, long range planning, building and grounds, policy, etc, which meet as necessary throughout the year. Time commitment is estimated to be 2-4 hours a month, varying each month based on committee meetings.

How do I submit my name as a candidate?

During the Call for Candidates each January and February, send a short written biography and letter of interest to the Library Director at director@amagansettlibrary.org before the deadline. This short bio will be displayed in the library and on our website for voters to consider during the election. Letters may also be brought to or mailed to the library.

In addition to the letter, please include an email address and phone number(s) so we may contact you.

Further reading available on the library's website:

www.amagansettlibrary.org

[Amagansett Free Library Trustee By-laws](#)

[Amagansett Free Library Mission Statement](#)

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