LTA Co-sponsors Workshops at NYLA 2018

This year’s 2018 NYLA conference is being held in downtown Rochester, NY. What a great opportunity for trustees in the central, western, and southwestern parts of the state to attend and enjoy all the conference has to offer.

Working together with other library organizations and supporters across our state is one of LTA’s key efforts in supporting library trustees. At NYLA 2018, we hope you attend these sessions:

LTA co-sponsors workshops on far-reaching topics:

**Friday, 11-9-18:**
- Wall Art: Brought to You by the Friends
- Fundraising Without Book Sales
- Q&A with Commissioner of Education, MaryEllen Elia
- Friends, Directors, and Trustees: Make a Difference Together
- The Friendly Cafe Meet-Up
- Let’s Talk 2030!

**Saturday, 11-10-18:**
- Engage Your Community by Communicating Your Impact

On Friday, 11-9, LTA is sponsoring this informative workshop.
11:00 - 12:15

**Small Libraries, Big Data:** Statistics can tell your story!

Matthew Corey and Dawn Vincent from North Country Library System will provide an overview of acquiring and analyzing data to create meaningful library statistics that trustees can use to make informed decisions and convey the library’s value.

**Speakers:**
Matthew Corey, North Country Library System
Dawn Vincent, North Country Library System

Greetings, members and LTA supporters

I hope you have had a chance to enjoy the beginning of the Fall season and are back in full swing after your busy Summer.

I always feel that having a change of seasons keeps us on our toes. When we need to adapt to change, even a challenge, we sharpen our wits and really look for ways to use the change to improve some aspect of our job/home/library. My home library, Salina Free Library in Mattydale, NY, is looking to change the use of our library space to respond to the needs of our teen readers. I commend our Director for identifying the need and doing a thorough job of exploring options and commend our staff for participating fully in the thinking and planning.

You’ll see mention of several changes in this issue that will affect the library community. One is the excellent new Handbook for Library Trustees for New York State now available through your library system. I know long-time trustees may think they know what is involved in their role as a trustee. However, I encourage every trustee, both new and experienced, to read this updated document. Our libraries are not what they were 20 years ago!

Another change you need to be aware of is the sexual harassment legislation recently passed in New York State. We have a brief outline of it in this issue and a link you can use to explore the full requirements.

As is common during the Autumn months, local and State elections will be taking place, bringing possible change to your elected officials at several levels. Get out and vote and get to know those who win the elections. Our libraries need supporters, not just talkers.

You’ll read about minimum standards changes being considered that involve library trustee education. Those ideas are being brought forth because of the important role you and I play in library land. We are elected or appointed by our constituents to see that libraries meet their needs. You and I need to be well-versed in our roles to meet those needs.

LTA is continuing to change in its role as the only organization in New York chartered to support, educate, and represent library trustees. Since our June planning meeting, the board has been working on maintaining the organization without an Executive Director. Part of our exploration involves trying to determine if having that type of position is in the best interest of the organization, or if becoming a section of NYLA is a viable option. A survey will be coming to you for your input in the process. It may come via postal mail and/or an email blast. I hope you will respond with your comments. LTA is here for you, the library trustee. We value your ideas.

During this time of exploration, LTA has heard from a few members and directors with questions on our website and policy database. Please know that our website is up and running and we continue to work on restoring our policy database. Because of the volume of policies, we are considering a weed of older policies so that the database reflects what is current.

We appreciate your patience during our explorations and look forward to hearing your thought and comments whenever you care to share them.

Enjoy the season!

Adria
As former State Librarian Bernie Margolis shared in this column in the Winter 2018 issue of Trustee, the Regents Advisory Council on Libraries (RAC), the New York State Library, the Public Library System Directors Organization (PULISDO), the New York Library Association (NYLA), and the Library Trustees Association of New York State (LTA) are committed to improving public library services. These groups increasingly partner together to address important policy issues. The most recent example of such collaborative work is the development of sustainable policies that will help assure equivalent levels of access to library services and resources through Minimum Standards for Public Libraries in New York State.

PULISDO led the initial two-year effort to update the minimum standards which were last revised some twenty years ago. Feedback was gathered through local and regional meetings hosted by the library systems and through several online surveys of key stakeholders. State library staff shared a final draft of the proposed new Commissioner’s Regulation 90.2 Standards for Registration of public, association and Indian Libraries (commonly known as minimum standards) with the Board of Regents in April 2018. After the 60-day public comment period, the Board of Regents approved the amendments during their July 2018 meeting (http://www.regents.nysed.gov/common/regents/files/718brca2.pdf). The new regulations took effect August 1, 2018. Libraries not already in compliance will have until January 1, 2021 to comply with the fourteen (14) standards. The current minimum standards, which are also included in the text of the amended regulation, will remain in effect until December 31, 2020.

PULISDO and the State Library produced a new 2018 edition of Helpful Information for Libraries in Meeting Minimum Public Library Standards (http://www.nysl.nysed.gov/libdev/helpful.htm) which will soon be available on the State Library’s website. PULISDO is also offering targeted education programs and the library systems are providing technical assistance and support for any of their member libraries that may need help with implementation.

The standards include a multi-year phased-in approach to implementation that will help ensure success for even the smallest of New York’s libraries. Equally important will be our continued collaborative efforts as a statewide library community working together to secure additional local, State and federal funding for improving library and library system services for all New Yorkers.

If you have questions about the changes to Minimum Standards or if your library needs assistance in achieving compliance, I encourage you to contact your public library system director.
On September 28 the president signed legislation for fiscal year 2019 that includes level or increased funding for many library programs. Once again #FundLibraries advocates have achieved resounding success.

When the new fiscal year begins on October 1, the Institute of Museum and Library Services (IMLS) will have an additional $2 million to improve administration of library state-formula grant programs and research. Grants funded through the Library Services and Technology Act will continue to receive level funding, enabling libraries to continue offering a range of innovative services to their communities.

Libraries will also benefit from programs administered by the Department of Education, many of which received increases that will open doors to new funding for school libraries. Thanks to the American Library Association’s (ALA) advocacy as a member of the Committee for Education Funding, Title IV Part A has an additional $70 million for state grants under the Every Student Succeeds Act to support school programs, and school libraries are eligible to participate. Another $70 million for Perkins Career and Technical Education (CTE) state grants will provide more low-interest loans for nontraditional learners in schools and libraries.

Also in the education budget is the Innovative Approaches to Literacy program, which received level funding to continue supporting literacy-based programs in high-need schools and school libraries. In addition to IMLS and education funding, the National Library of Medicine (NLM), part of the National Institutes of Health, received an increase of more than $13 million.

A successful campaign

What all these programs have in common, with the exception of NLM and Perkins CTE, is that both the FY2018 and 2019 White House budget proposals severely cut or eliminated them entirely. And for the second year in a row, advocates around the country shared their library stories and demonstrated to elected leaders how libraries identify and address the unique needs of their communities. Because of these advocacy efforts, Congress saw that Libraries = Strong Communities and retained or increased federal funding for libraries.

In addition to the success of ALA’s #FundLibraries advocacy, the Association is celebrating other accomplishments this week. After a decade of negotiations with representatives of the content industry, this week the full House passed the Marrakesh Treaty Implementation Act. When the president signs the treaty, likely in October, it will immediately increase the availability of accessible reading materials to Americans and people around the world with print disabilities.

Year-round advocacy

I applaud the perseverance of ALA members, staff members, and other library advocates. I encourage you to join me in thanking your US senators and representative. You’ll find a prepared sample letter at ala.org/fundlibraries. Keeping libraries as a priority for elected leaders requires year-round advocacy, and there’s nothing like a sincere “thank you” to increase good will toward libraries. Thanking elected leaders also opens the door to educate them on the services libraries offer their communities—services that many decision makers may simply not be aware of. Think of your thank-you note as a chance to get libraries a place at the table.

There will be many opportunities to ask for the support of your elected leaders on many issues, starting with our upcoming FY2020 #FundLibraries campaign. Regardless of the outcomes of the November elections, we fully expect the administration to again call for the elimination of federal funding for library programs. Following up to thank your leaders right now is not only a pleasantry—it’s a positive place to start before saying “please” next year.

Source: Americanlibrariesmagazine.org
Q. Who has the authority to appoint library employees, the library board or the library director?

A. The library board. This is the case regardless of whether appointment of an employee is to a position in either an association or public library:

1. **Board authority** - the Library Board is the appointing authority.

   a. The Board may delegate to the Director or any other managerial employee, the task of **seeking** a qualified person to fill the position and then **recommending** to the Board the appointment of a qualified person, including salary or salary range and fringe benefits for that position.

   If the Board has authorized the **creation** of a new position, or the **replacement** of an employee due to retirement, resignation or death, regardless of whether the position is full-time or part-time, or involves the recruitment of a person not currently a library employee:

      i) **association library board** may stipulate the method to be used to recruit candidates. This may be by advertising the position in local media having coverage in the library’s service area, and is entirely within the Board’s discretion;

      ii) a **public library** cannot improperly contravene local Civil Service Commission Rules by utilizing such a procedure. By law, the local Civil Service Commission is the recruiting agency for employees of public libraries within its jurisdiction. Thus, before resorting to other means of recruitment such as advertising a position, the local Commission should be consulted to determine if a current List of Eligibles exists from which appointments can be made.

2. **Director’s responsibility** - to carry out those duties assigned to him/her by the library board, including **recommendations** to that board for employment of personnel where those positions and salary and benefits thereof have been approved by the board. When authorized or requested by the board, the director may recommend to the board appropriate salary and fringe benefits for library staff. When adopted by the library board, these should be noted in the minutes of the meeting where such action(s) took place.
Library trustees need to be aware of a law passed earlier this year that requires all employers in New York State to adopt a sexual harassment prevention policy and begin conducting annual harassment prevention training for all their employees. The policy to be adopted and the training to be conducted must “meet or exceed” the specific standards and guidelines set forth in guidance developed by the New York State Department of Labor (DOL) and Division of Human Rights (DHR). The draft guidance was published in late August and was issued with announcement of a comment period that was designed to allow the public to express their views on the new standards. The agencies’ comment period on this new guidance ended on Wednesday, September 12, 2018. Unless legislators provided an extension to the comment and finalization of the regulation, the law became effective on October 9, 2018.

All employers will be required to adopt a compliant harassment prevention policy and then train all of their existing employees by January 1, 2019. New employees must be trained within 30 calendar days of their start date. This will not leave employers much time to bring their organizations into compliance – and maintain it over time.

Templates for the policy and a sample complaint form meeting all legal requirements are available at the LTA website and at:
https://www.ny.gov/combating-sexual-harassment-workplace/employers

The requirements listed here are taken directly from the State website:

**Training Requirements**

Every employer in New York State is required to provide employees with sexual harassment prevention training. An employer that does not use the model training developed by the Department of Labor and Division of Human Rights must ensure that the training that they use meets or exceeds the following minimum standards. Model training materials are available to employers to download.

The training must:

- be interactive
- include an explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights
- include examples of conduct that would constitute unlawful sexual harassment
- include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment
- include information concerning employees’ rights of redress and all available forums for adjudicating complaints
- include information addressing conduct by supervisors and any additional responsibilities for such supervisors

Each employee must receive training on an annual basis, starting October 9, 2018.

**The state has received hundreds of very constructive and substantive comments from a wide range of individuals, advocates, industries, worker groups, businesses and business organizations. The comments are being reviewed and necessary revisions being considered, with finalized documents expected to be released in the near future.**

It is unclear whether the State will be providing online training video and/or PowerPoint presentation meeting the agencies’ requirements. However, a model 24 page training document is available at the same website at https://www.ny.gov/sites/ny.gov/files/atoms/files/SexualHarassmentDRAFTModelTraining.pdf.
Trustee Handbook
Library Trustee Association

For print copies of the 2018 edition of the *Handbook for Library Trustees of New York State* please contact your regional public library system.

Individual copies are also available for sale from the Suffolk Cooperative Library System. The cost of the *Handbook* is $5.00 per copy including shipping.

Please send your orders to:

Suffolk Cooperative Library System
627 N. Sunrise Service Rd.
Bellport, New York 11713
Attn: Attn. Roger Reyes
(631) 286-1600
Library Trustees Association of New York State
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PLEASe RENEw YOuR MEMBERSHIP FOR 2019
NYLA 2018 conference: November 7 through November 10, Rochester, NY
LTA board of directors meeting, November 30 and December 1, Albany NY