



New Trustee Checklist

Please see the following online information:

Library System Website: www.cclsny.org

About the System: <https://www.cclsny.org/ccls-profile/>

By-Laws: <https://www.cclsny.org/wp-content/uploads/2018/04/CCLS-Current-By-laws-2018.pdf>

Schedule of Board Meeting Dates: <https://www.cclsny.org/board-of-trustees/>

Minutes of Recent Board Minutes: <https://www.cclsny.org/board-of-trustees/>

Long Range Plan: <http://www.cclsny.org/cclsstrategicplan2017to2021/>

Information on Open Meetings Law: www.dos.ny.gov/coog/openmeetlaw.html

Basic Library Law for Trustees webinar: www.nysl.nysed.gov/libdev/trustees/webinars.htm

Board of Regents Statement on the Governance Role of a Trustee or Board Member:

https://www.regents.nysed.gov/about/statement_governance.html

Libraries and Library Systems in NY State: <http://www.nysl.nysed.gov/libdev/libs/brochurp.htm>

Attached you will find the following printed information:

Board Member Contact List

Library Policy Manual

Current Operating Budget, Recent monthly financial reports, and balance sheets

Results of most current community survey

Staff Handbook

Staff List and Organization Chart

Previous Annual Audit