

Foundation Policy Manual

Board Development Policy

Purpose: The purpose of this policy is to guide the Foundation Board, MVLS Board and MVLS membership in selecting trustees to serve the Foundation for Mohawk Valley Libraries. The goal is to have a well-rounded, representative board that is committed to the Foundation mission and to raising funds for libraries in Fulton, Montgomery, Schenectady and Schoharie counties.

Policy: New trustees for the Foundation for Mohawk Valley Libraries will be appointed/elected according to the provisions found in the Foundation By-Laws. In addition to the By-Laws, the Foundation Board and Nominating Committee, as well as the MVLS Board, will consider the following guidelines in selecting members for the Foundation Board.

Trustee Expectations All potential Foundation trustees must agree to the following expectations for Foundation trustees:

1. All Trustees must commit to dedicating time to Foundation activities including board meetings, committee work, participation in fundraising efforts, work sessions and event staffing. The Foundation is an all-volunteer organization, and trustees are expected to spend time volunteering.
2. All Trustees must embrace the fiduciary and legal responsibilities of trusteeship. Trustees must comply with the duties of care, loyalty and obedience as outlined for trustees by the State Education Department in:
www.regents.nysed.gov/about/statement_governance.html.
3. All Trustees must demonstrate a passion for the Foundation mission of raising funds to assist MVLS and the member libraries in providing library services to the people of the four counties. The Foundation should be one of the top 5 charities that the trustee works to support.
4. All trustees must actively participate in fundraising by providing an annual contribution commensurate with their ability to give, must help identify and target prospects and must work at fundraising events.

Trustee Attributes The Foundation board and nominating committee will seek to form a board that as a whole demonstrates all of the attributes listed below. Potential new trustees will be evaluated based on their contribution to attributes that are lacking in the current board.

1. Geography. The Foundation Board will represent a broad cross-section of the MVLS member libraries through the implementation of the following guidelines:
 - a. The number of trustees representing each county should in general conform to the relative county population levels. It is expected that there will be more

- trustees from Schenectady County than from any of the other counties individually. The MVLS Director may be said to represent any of the 4 counties.
- b. Each of the 4 counties must be represented by a minimum of 10 percent of the current number of trustees. Fulton, Montgomery and Schoharie counties should each be represented by not more than 30% of the current number of trustees respectively. Schenectady County should be represented by not more than 50% of the current number of trustees.
 - c. No member library should be represented by more than one individual with a current leadership or governance role (trustee or director) in that member library.
2. Skills. The Foundation board should include individuals with a variety of skills, and must include individuals with each of the following characteristics:
 - a. A passion for public libraries.
 - b. Sales & marketing skills to sell the Foundation mission.
 - c. Fundraising skills and a willingness to ask for contributions.
 - d. Experience with and/or commitment to event planning & staffing
 - e. Financial acumen
 3. Connections. The Foundation board must have connections that contribute to the work of the Foundation in the following ways:
 - a. Access to Funding & Wealth
 - b. Access to library stakeholders and community groups
 - c. Contribute to a board that is diverse with respect to gender, ethnicity & age
 4. Passion. Foundation trustees should measure up well when rated on the 4Ws:
 - a. Wealth
 - b. Work
 - c. Wisdom
 - d. Wallop

Recruitment Process The Foundation will implement the following practices to facilitate the efficient recruitment of Foundation trustees:

1. Prospect List – a list of potential trustees will be maintained as a part of the general Foundation prospect list.
2. Nominating Committee – when a vacancy occurs, immediately after the vacancy is announced or a resignation is accepted, the Nominating Committee will review the prospect list and the Expectations and Attributes above to identify the best available candidate. The candidate(s) will be forwarded to the appropriate appointing/electing body (MVLS Board, MVLS Membership, Foundation board) with a recommendation for appointment
3. Trustees must agree to the Trustee Expectations before they are appointed as trustees.

Approved: September 12, 2014

Amended: May 15, 2015; July 14, 2023