

[LIBRARY LETTERHEAD]

TRUSTEE JOB DESCRIPTION

Mission

[LIBRARY'S MISSION]

Role

The [LIBRARY NAME] Board of Trustees is responsible to the library and to the public. Trustees must make policy, personnel, and fiscal decisions to move the library forward. The Board of Trustees has the final responsibility to see that the library provides the best possible service to the community in accordance with its mission and long range plan.

Commitment

- The Board of Trustees meets every [ORDINAL NUMBER, DAY OF WEEK] of the month at [TIME]. Trustees are expected to attend all meetings, including the Annual Board Retreat.
- Trustees are expected to serve on Committees which may meet several times a year, depending upon scope of work.
- Trustees must complete two hours of training per each year served on the Board [pending NYS Senate Bill S7285].
- Trustees are expected to attend special library events throughout the year.

Duties & Responsibilities of The Board of Trustees

- Upholds all legalities related to the library's bylaws
- Plans and evaluates the library's service program based on community needs
- Exercises financial stewardship and accountability, including the adoption and oversight of the Annual Budget
- Adopts policies regarding library governance and use
- Maintains a facility that is attractive, well-equipped, and meets the community's needs
- Selects, hires, and regularly evaluates a qualified Director
- Promotes the library to government officials, business leaders, and the larger community
- Assists with development and the formation of strategic community partnerships
- Develops and recruits committee members, volunteers, and Trustees
- Conducts the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff, and public

Duties & Responsibilities of Individual Trustees

- Attends all Board meetings prepared to participate knowledgeably
- Is familiar with the library's finances, budget, and resource needs

- Is familiar with the library's policies and procedures
- Reads, understands, and periodically reviews the Handbook for Library Trustees
- Stays active and informed about library matters at the local, state, and national level
- Advocates for the library in every manner possible
- Helps communicate and promote the library's mission and programs to the community
- Participates in annual evaluations of the Board and of the Director
- Avoids conflicts of interest and makes notice of them when they arise
- Works to provide the highest quality library service possible to the community

Qualifications

- An abiding interest in the library and the community
- Knowledge of the political climate of the community
- Support for local, state, and national library organizations
- Ability to work with people, lead meetings, and communicate effectively
- Readiness to devote time and effort to the duties of trusteeship
- Commitment to provide the best possible library service to the community

Terms

The [LIBRARY NAME] Board of Trustees shall be composed of [NUMBER] members. Trustees are [APPOINTED/ELECTED] by [AUTHORITY]. A Trustee's term is [NUMBER] yeas. If filling a mid-term vacancy, a Trustee will finish the unexpired term and then seek a full term. A Trustee can serve [NUMBER] full term[s].

Questions regarding the Trustee Job Description can be directed to the library Director.

Adopted by the [LIBRARY NAME] Board of Trustees __/__/2020