**Library Board Member Agreement**

I understand that as a Library Board Member on the Board of Trustees for (Library Name) I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization’s work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and events.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will stay informed about current services and programs of my library through visiting the library’s website, attending programs and utilizing the library.
6. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
8. I will work in good faith with staff and other board members as partners towards achievement of our goals.
9. I will fulfill the responsibilities outlined in our Board Member/Trustee Job Description to the best of my ability.
10. If I do not fulfill these commitments to the organization, I will expect the board chair to call me and discuss my responsibilities with me.

In turn, (Library Name) will be responsible to me in several ways:

1. Timely financial reports and an update of organizational activities will be provided to me without request.
2. Opportunities will be offered for me to discuss with the organization’s programs, goals, activities, and status with the executive director and the board chair. Additionally, I can request such an opportunity.
3. The organization will help me perform my duties by keeping me informed about library- and community-related issues and by offering me opportunities for professional development as a board member.
4. Board members and staff will work in good faith with me towards achievement of our goals.
5. (Library Name) will carry directors and officers liability insurance.

Signed: Date:

Based upon my self-evaluation and areas of strength and areas to build, my specific

commitments for the year of

*(Check all that apply/Check at least three.)*

include:

I will serve on the following Board Committee (as appointed):

To **stay informed**, I will:

* read literature related to libraries and/or board governance
* visit other libraries
* talk to trustees from other libraries
* attend continuing education opportunities
* review information from the Pennsylvania Citizens for Better Libraries, United for Libraries, Office of Commonwealth Libraries, and the District Library Center

To **advocate** for the Library, I will:

* speak about the library to civic or other groups
* contact local and state elected officials on behalf of library services and needs
* serve as a spokesperson for local media as requested
* share social media posts
* develop public awareness and support for the Library through my business and social interactions

To **maintain a clear picture of the Library's financial situation, I will:**

* assist in budget preparation
* represent the Library at local budget hearings

To support the **Library’s fundraising efforts**, I will

* request funding from outside sources when necessary
* call or visit with prospective donors and talk about the library
* increase my personal annual giving to the library
* write personalized notes/emails to prospective donors
* greet and thank donors at events
* volunteer for

Other:

*
*
*