**Library Board Member Job Description**

(Library Name) Mission is to …. (Library Name) Vision is…..

For more information please visit (Library Name) website URL

**JOB TITLE:** Library Trustee of the (Library Name)

**ACCOUNTABLE TO:** The taxpayers, elected officials as applicable, and the people served by the Library

**REPORTS TO:** The Library Board via the President

**PURPOSE:** To serve as a voting trustee responsible for the governance of the (Library Name), to establish policies and plans to ensure the Library’s relevancy in the community, the availability of sufficient resources and leadership, fiscal viability, and to appoint an Executive Director to direct the Library’s operations in accord with Board policies and Rules of Governance

**RULES OF GOVERNANCE:** (Library Name) Bylaws; The Pennsylvania Public Library Code; The Sunshine Act; Robert Rules of Order

**TERMS OF OFFICE:** A Trustee serves for a term of (# typically 2 or 3) years, in accordance with the Bylaws. A Trustee can be eligible for re-appointment for one additional term (no more than two consecutive terms). Trustee appointments will be reviewed annually and may be ended at any time in accordance with the Bylaws.

**MEETINGS AND PARTICIPATION:** Board meetings are held (FREQUENCY) and committee meetings are held (FREQUENCY or “in coordination with need and full board meetings.) A meeting calendar is generated yearly.

Each board member is expected to attend all board meetings and actively participate:

* Read agenda, minutes, financial reports and other background materials in advance of meeting
* Serve on committees as assigned by board president
* Impart expertise, experience or resources to advise and aid both the executive director and board president in their effort to fulfill the Library’s mission
* Abide by majority decisions reached by the Board and publicly supports these decisions

**FUNDRAISING:** The Board and its members are responsible to secure adequate funding for the Library’s operations and capital needs through fund drives, capital campaigns, personal donations, and other fundraising activities.

So that (Library Name) can credibly solicit contributions from foundations, organizations and individuals, (Library Name) expects to have 100 percent of the Board Members make an annual contribution that is within their means.

# MAJOR RESPONSIBILITIES:

1. Educate oneself about the work of the (Library Name). Board members should keep up with current library trends and practices, become aware of local, state and federal library laws and issues by any combination of the following:
   * reading literature
   * attending professional meetings
   * visiting other libraries
   * talking to trustees from other libraries
   * reviewing information from the Pennsylvania Citizens for Better Libraries, United for Libraries, Office of Commonwealth Libraries, and the District Library Center
2. Establish clear bylaws which outline operating procedures
3. Develop a strategic plan that:
   * guides and articulates the goals and objectives to be achieved based on the Library’s mission
   * determines sound decision making and priorities
   * measures the quality and effectiveness of services and programs
   * reflects contemporary library practices and future needs
4. Maintain a clear picture of the Library's financial situation:

* assist in budget preparation
* represent the Library at local budget hearings
* request funding from outside sources when necessary
* regularly review financial reports of current income and expenses
* review and sign significant or costly contracts if appropriate

1. Establish policies that comply with all laws and form a framework of acceptable expected practices, behaviors, and procedures that:
   * support the mission, goals, and objectives of the Library
   * outline personnel issues
   * describe courses of action when there is conflict
   * describe facilities use and access
   * are adopted, enforced, and updated
2. Ensure qualified leadership by:
   * hiring an Executive Director who manages the day-to-day operations
   * evaluating the Executive Director annually
   * supporting the Executive Director and respecting her/his opinion and expertise
3. Ensure the board’s effectiveness by:
   * annually evaluating the individual board member and the board as whole
   * signing Conflict of Interest and Code of Ethics statements
   * recruiting new board members that support the mission and vision of the Library
4. Follow the established chain of command for effecting change, working through the library director, acknowledging that the Executive Director is the board’s only employee and all other staff are under the direction of the Executive Director
5. Advocate for the Library by:
   * contacting local and state elected officials, media and the public about library services and needs
   * developing public awareness and support for the Library via business and social interactions
6. Support basic library tenets such as:

* Intellectual Freedom
* Freedom to Read
* Confidentiality of Patron Records
* Library Bill of Rights
* Public's Right to Information

# QUALIFICATIONS:

This is an extraordinary opportunity for an individual who has a passion and commitment to public library principles and to the mission of the (Library Name)

Ideal candidates will have the following qualifications:

* Commitment to and understanding of (Library Name)’s role in the community, preferably based on experience
* Personal qualities of integrity and credibility
* Knowledge of public library, political, and/or community issues relevant to the Library’s mission
* Willingness and ability to give time to actively participate in board meetings and activities
* Willingness to participate in the Library’s fundraising and advocacy campaigns
* Ability to represent varied needs and interests of the community and of the Library
* Ability to work with people, compromise, discuss issues calmly, and communicate effectively

Service on (Library Name) Board of Trustees is without remuneration.