

# Library Trustee Job Description

<b>JOB TITLE:</b>	Library Trustee of the Greenville Area Public Library
<b>ACCOUNTABLE TO:</b>	The taxpayers, elected officials as applicable, and the people served by the Library
<b>REPORTS TO:</b>	The Library Board via the President
<b>PURPOSE:</b>	Provide facilities for a library and providing an education for the residents of the Town of Greenville, Pennsylvania, and vicinity.
<b>RULES OF GOVERNANCE:</b>	Greenville Area Public Library Bylaws; The Pennsylvania Public Library Code; The Sunshine Act; Robert Rules of Order
<b>TERMS OF OFFICE:</b>	Trustees shall serve for a three (3) year term and may succeed themselves for one (1) additional three-year term, except that Trustees filling an incomplete term may then be elected for a full three (3) year term.
<b>MAJOR RESPONSIBILITIES:</b>	<p>Attend all board meetings and participate appropriately by:</p> <ul style="list-style-type: none"><li>• Reading minutes and other materials in advance of meeting</li><li>• Serving on committees as assigned by board president</li><li>• Lending expertise and leadership to the board</li></ul> <p>Educate oneself about the work of the Greenville Area Public Library and become well informed on issues, agenda items, financial reports, and background materials</p> <p>Establish clear bylaws which outline operating procedures</p> <p>Ensure qualified leadership by:</p> <ul style="list-style-type: none"><li>• hiring a an Executive Director who manages the day-to-day operations</li><li>• evaluating the Executive Director annually</li><li>• supporting the Executive Director and respecting their opinion and expertise</li><li>• acknowledging that the Executive Director is the board's only employee and all other staff are under the direction of the Executive Director</li></ul> <p>Secure adequate funding for the Library's operations and capital needs through fund drives, capital campaigns, personal donations, and other fundraising activities</p> <p>Maintain a clear picture of the Library's financial situation:</p> <ul style="list-style-type: none"><li>• assists in budget preparation</li><li>• represents the Library at local budget hearings</li><li>• requests funding from outside sources when necessary</li><li>• regularly reviews financial reports of current income and</li></ul>

expenses

- reviews and signs significant or costly contracts if appropriate

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

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

Support basic library tenets such as:

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

Advocate for the Library by:

- contacting local and state elected officials, media and the public of library services and needs
- developing public awareness and support for the Library via their businesses and social interactions

Impart one's 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

Follow the established chain of command for effecting change, working through the library director

Keep up with current library trends and practices through:

- reading the literature
- attending professional meetings
- visiting other libraries
- talking to trustees from other libraries

Become aware of local, state and federal library laws and issues by:

- reviewing information from the Pennsylvania Citizens for Better Libraries, United for Libraries, Office of Commonwealth Libraries, and the District Library Center

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

**QUALIFICATIONS:** Passion and commitment to public library principles of and to the mission of the Greenville Area Public Library

Informed on public library, political, and community issues relevant to the Library's mission

Willingness to participate in the Library's fundraising and advocacy campaigns

Able and available to give of one's time to participate effectively in board meetings, committee meetings, and library events

Able to represent varied needs and interests of the community and of the Library

A team player that respects the work of others and is willing to abide by majority decision