

South New Berlin Free Library

Library Trustee Job Description

Role

To work as a team, with fellow trustees and the library director, to provide high quality library service for the people of the library's chartered service area in a way that empowers, engages and energizes those served so that communities thrive, bounce back from disruption and are infused with new and better life for everyone.

Duties

- The Duty of Care: "act in good faith"
- The Duty of Loyalty: "allegiance to institution"
- The Duty of Obedience: "fulfill the mission"

For more information on Trustee Duties see the *Statement on the Governance Role of a Trustee or Board Member*, New York State Board of Regents [http://regents.nysed.gov/about/statement_governance]

Responsibilities

- Regularly attend meetings;
- Create and develop the mission of the library;
- Regularly plan and evaluate the library's service program based on community needs;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct 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.

Mandatory Annual Continuing Education

- Two hours of approved Trustee Education
- Sexual Harassment Prevention Training Course

Checklist for Effective Library Trustees

- ✓ Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
- ✓ Attend all board meetings and be prepared to participate knowledgeably.
- ✓ Question issues until you understand. Don't be reluctant to vote "No" on a proposal you don't understand or are uncomfortable about.
- ✓ Be a team player and treat your fellow board members with respect.
- ✓ Support board decisions even if you disagree. A democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
- ✓ Understand the roles of all involved - the board, director, staff, Friends, and patrons. Respect all opinions; whether you agree or not.
- ✓ Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive, or appear to receive, any gain, tangible or intangible, in dealing with the library.
- ✓ Advocate for the library in every manner possible.
- ✓ Support competitive salaries in order to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.
- ✓ Annually evaluate the board, individually and as a whole. This process has proven to be an effective means to improve intra-board communication and bring focus to the tasks at hand.
- ✓ Understand and respect the role of the director as Chief Executive Officer (CEO) of the library corporation and support the director's administrative decisions.
- ✓ Lastly, it's about the Library, not about you. Always remember that your primary job is to provide the highest quality library service possible for your community, not the cheapest.

Thank you for your time and support!