

Library Trustee Job Description approved 4 18 2011

Accountable to: The taxpayers of Lansdowne and the people served by the library.

Legal Responsibilities: Members of the library board are mandated by Pennsylvania law to control:

Duties/Roles and Responsibilities/Expectations

- Assists in the hiring, supervising and evaluating of the library director.
- Helps determine and advocate for reasonable staff salaries and benefits.
- Determines, adopts and reviews written policies to govern the operation and program of the library, as necessary. Reviews policies on a regular, systematic basis.
- Attends all board meetings. Prepares in advance by reading board meeting minutes and other materials sent out prior to the board meeting. Participates appropriately in board meetings.
- Assists in the review and approval of the annual budget adequate for the support of the library: works actively for public and official support of the budget.
- Reviews monthly financial statements in the context of the annual budget, approves reasonable expenditures that are within the total approved budget, forwards approved bills for payment by Library Director.
- Develops and maintains capital improvement plan.
- Works with the municipal governing body and Delaware County Library System to obtain adequate library funding.
- Lends expertise to the board for the good of the library.
- Serves on committees as assigned by board chair.
- Assists with the development of a long-range plan for the library articulating the commitment of resources to meet the changing needs of the service population. Periodically reviews and revises long-range plan.
- Assists with the preparation of a statement of purpose, service goals and objectives.
- Participates in Delaware County Library System workshops and activities as time permits.
- Keeps informed about the services offered by the library.
- Promotes and advocates for the library through contacts with civic groups, public officials and the community at large-s and advocates the library - talks about the merits of quality library service and the importance of literacy and universal access to information.
- Observes/Studies the needs and interests of the community and see that they are addressed, as appropriate, by the library - acts as the library's eyes and ears.
- Becomes Familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Qualifications

- Ability to work well with others.
- Ability to relate to the public.
- Ability to listen effectively

Code of Ethics

A member of the library board will:

- declare any personal conflicts of interest and avoid voting on issues that appear to be conflicts of interest.
- not be critical, in or outside of the board meeting, of fellow board members or their opinions.
- not use position on Library Board for personal advantage or the personal advantage of friends or relatives.
- observe confidential proceedings of the board and not discuss outside the board meeting.
- support open discussion on any agenda item prior to a vote. Once vote is taken, support the decision of the majority.
- not interfere with the day-to-day work of library staff nor interfere with the duties of the director or undermine the director's authority.
- recognize that the library's and community's best interests must prevail over any individual interest.
- Adheres to the Pennsylvania Library Codes