

JOB DESCRIPTION OF A LIBRARY TRUSTEE

SUMMARY

Library trustees are the governing board of the library. (RSA 202-A:2) The Board of Trustees shall have the entire custody and management of the public library and all related property except trust funds held by the town. (RSA 202-A:6) The Board of Trustees has sole responsibility for hiring and firing employees of a public library (RSA 202-A:16-17) and the securing of sufficient funds to provide and maintain adequate library service (RSA 202-A:4).

Trustees are elected by the general population and represent the community to the library and the library to the community.

QUALIFICATIONS

- Resident of the municipality the library serves (RSA 669:6).
- Knowledge of the services provided by the library
- Commitment to the library's role in the community
- Knowledge of the community's social, educational and political structure
- Ability to work well with others, listen effectively, and plan for the future
- Willingness to devote time and effort to the duties of trusteeship
- Participate with local, state and national government and library leaders to improve library service at all levels.

ESSENTIAL RESPONSIBILITIES OF THE TRUSTEE

- **Recruits**, appoints, supervises and reviews performance of the library director.
- **Appoints** all other employees of the library and determines their duties and wages in consultation with the director.
- **Establishes**, reviews and revises all policies, including but not limited to personnel, material selection/use and the use of the building.
- **Enforces** all local, state and federal laws that pertain to the library, library employees and the accessibility of materials to the public.
- **Prepares** the annual budget in consultation with the director.
- **Presents** and defends the budget to the municipal budgetary authority each year.
- **Has sole authority** to determine budget lines for expenditures and move monies from one budget line to another.
- **Reviews** budget on a regular basis and approves expenditures for unforeseen circumstances.
- **Maintains** library revenue in a separate non-lapsing account from the operating budget; approves all expenditures of those funds.
- **Provides** adequate insurance to cover the building equipment, collection materials, and their replacement costs.
- **Adopts**, reviews and revises bylaws, rules and regulations for the board's own transaction of business and for the governance of the library.
- **Develops** and approves the mission statement for the library; contributes to and approves the development of short and long term goals for the library.
- **Actively** participates in and contributes to the meetings and work of the board.
- **Supports all decisions made by the board.**
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Acts as a member of a board and assumes individually only those duties delegated by the board.
Utilizes the Library Trustee Manual and acquires full knowledge or awareness of local, state and federal laws pertaining to the governance of a public library.

- **Seeks** training opportunities for enhancing the performance of trustee duties and responsibilities.
- **Advocates** for the library and library service in the community, state and nation. **Participates**
- in state and national library organizations.