

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.**
- **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.