

PUBLIC LIBRARY TRUSTEE

JOB SUMMARY:

- By state law, library trustees are the governing board of the library. The library trustees shall have the entire custody and management of the public library and all the property of the town relating thereto, except trust funds held by the town. (RSA 202-A:6)
- Each trustee is elected by the general population unless a city charter or deed/charter for the establishment of the library specifies otherwise. The Board of Trustees has sole responsibility for hiring and firing employees of a public library and the securing of sufficient funds to provide and maintain adequate library service or to supplement funds otherwise provided. (RSA 202-A:11)
- The Trustee represents the community to the library and the library to the community.

ESSENTIAL RESPONSIBILITIES OF TRUSTEES:

- 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, including library employees and accessibility to materials and their use.
- Prepares the annual budget in consultation with the director.
- Presents and defends budget to the budgetary authority of the town each year.
- Has sole authority to determine budget lines for expenditures and move monies from one budget line to another.
- Maintains the fine monies in a separate non-lapsing account from the operating budget and approves all expenditures of those funds.
- Provides adequate insurance to cover the building and collection materials and their replacement costs.
- Review budget on a regular basis and approves expenditures for unforeseen circumstances.
- Adopts, reviews and revises bylaws, rules and regulations for the Board's own transaction of business and for the governance of the library.
- Develops 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.
- Supports and abides by the American Library Association Library Bill of Rights, its interpretations and the Freedom to Read Statement.