

Library Trustee Job Description

1. Be Informed, Engaged and Involved

- Know your critical documents - By-Laws, Policies, Audits, Standards
- Attend meetings, be aware of programs, use the library
- Be a Library Champion! - a knowledgeable and enthusiastic library person

2. Focus on the Library Mission

- Establish Priorities - plan for library service with a Plan of Service
- Develop, Review and Revise Policies for Library Use
- Regularly Plan and Evaluate Services - know statistics and outcomes
- Be an advocate for resources to support the mission

3. Attend to the Business of Governance

- Do what your by-laws say re: trustees & meetings
- Be confident in your knowledge of the budget and financial status
- Recruit, hire, empower and evaluate a Library Director
- Plan for continued board excellence

4. Respect the Boundaries

- Respect and support the collective authority of the board
- Know the difference between governance and management
- Concentrate on being an exceptional board, and empower the staff to be an exceptional staff, the library to be an exceptional library, the Friends an exceptional Friends, etc.