



TRUSTEE OF THE LIBRARY BOARD— Position Description and Responsibilities

Would you like to help make decisions for your Library's future? Would you like to have a voice in charting the direction of your Library? If yes, consider serving your community as a Library Trustee.

PURPOSE:

To advise, govern, oversee policy and direction, and assist with the leadership and advocacy of the Gates Public Library so as to support the Library's mission and needs.

MEETINGS AND TIME COMMITMENT:

- The Library Board of Trustees meets on the fourth Wednesday of most months at 6:00 pm. Meetings typically last 1 ½ hours.
- Participate on two standing committees of the Board, and serve on ad-hoc committees as necessary.
- Committees of the board meet 2 or more times a year, dependent upon their respective work agenda. Some committees meet more often.
- Special Board meetings or workshops are called as needed.

LENGTH OF TERM:

Ordinarily, elected terms are for five years. However, in the case of a midterm vacancy, the appointed trustee will hold office for the unexpired term.

ACCOUNTABLE TO:

Town of Gates taxpayers, elected officials as applicable, the community, and the people served by the library. The GPL Board of Trustees reports to the New York State Education Department.

RESPONSIBILITIES:

Board and committees:

- Attends all board meetings and participates appropriately; prepares for board meetings by reading all provided materials, contributes to meeting discussions, and lends content expertise where applicable.
- Adheres to the Town of Gates code of ethics, the Board of Trustees Conflict of Interest Policy and Bylaws, and maintains confidentiality when required.
- Serves on committees as appointed by the board president.
- Abides by majority decisions reached by the board and publicly supports these decisions.

Library operations:

- Establishes library policies and reviews them on an annual basis, updating as needed.
- Participates in ongoing strategic planning to meet the changing needs of the community.
- Hires and regularly evaluates the performance of the Library Director.
- Takes action to maintain a facility that meets both library and community needs.

Financial oversight:

- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial situation, including regular review of financial reports of current income and expenses and understanding the various library-funding sources.
- Reviews monthly financial statements in the context of the annual budget, approves reasonable expenditures that are within the total approved budget, and forwards approved bills for payment by the town.
- Assists in budget preparation; represents and defends the library at local budget hearings.

Advocate for the Library:

- Becomes informed about the services and programs offered by the library and promotes these in the community.
- Supports basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the Public's Right to Information.
- Keeps up with current library trends and practices through activities such as attending professional meetings, visiting other libraries, and talking to trustees from other libraries; and keeps up with library legislation at the local, state, and federal levels.

*Members of the board share these responsibilities while acting in the interest of the Gates Public Library. Each member is expected to make recommendations based on his or her experience and vantage point in the community

For more in-depth information about a trustee's governance role and responsibilities, please reference the Statement on the Governance Role of a Trustee

https://www.regents.nysed.gov/about/statement_governance.html and NYS Library Trustee Handbook: https://nysl.ptfs.com/#!/s?a=c&q=*%&type=16&criteria=field11%3D1402765703&b=0

QUALIFICATIONS AND SKILLS:

- Commitment to provide the best possible library service for the community.
- Help communicate and promote the library's mission and programs to the community.
- Readiness to devote time and effort to the duties of trusteeship, including regular attendance at monthly meetings and preparation for those meetings.
- Ability to work with people, lead meetings, and communicate effectively.
- **Must be a resident of the Town of Gates.**

You may submit your résumé for consideration by mailing it in, dropping it off during open hours, or emailing it to the Library Director at jennifer.erler-perry@libraryweb.org. Applications will be forwarded to the President of the Board. Board terms typically begin January 1.

We accept resumes continually. If there are no openings when you apply, we will file your resume and consider it for future openings.