

**Bethel Park Public Library
Library Trustee**

POSITION TITLE: Library Trustee ACCOUNTABLE TO: Taxpayers, elected officials, and patrons served by the library
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Job Description:

Purpose of Position: Establish policies and long-term goals for the library; secure adequate funding; formulate and adopt a budget; hire and evaluate the Library Director; promote and advocate for the library in the community.

Roles and Responsibilities:

- Attend all board meetings and participate appropriately
 - Prepare for board meetings by reading minutes and other materials
 - Serve on committees as assigned by board president
 - Lend expertise and leadership to the board
- Establish clear by-laws
- Establish library policies and review annually, updating as needed
- Secure adequate funding for library operations and maintain a clear picture of the library's financial situation
 - Assists in budget preparation
 - Represents the library to Borough Council & other funding agencies
 - Requests funding from outside sources when necessary
 - Regularly reviews financial reports
- Is informed of the services offered by the library and promotes them in the community
- Participate in ongoing strategic planning
- Participates in training and other meetings as required by the State and the County Library System
- Employs a competent library director who is responsible for the daily operation of the library
- Evaluates annually the performance of the library director, taking action if necessary
- Adheres to the Pennsylvania Sunshine Law
- Supports basic library tenets
 - Intellectual Freedom
 - Freedom to Read
 - Confidentiality of Patron Records
 - Library Bill of Rights
 - Public's Right to Information
- Is aware of local, state and federal library laws and issues, taking action when appropriate
 - Reading the literature
 - Attending professional meetings/workshops/conferences
 - Visiting other libraries
 - Talking to trustees from other libraries
- Abides by majority decisions reached by the Board and publicly supports these decisions
- Follows established chain of command for effecting change, working through the library director
- Regularly evaluates the board's actions using standard evaluation tools

Qualifications

- Commitment to providing the best possible library service for the community
- An abiding interest in the library and the community
- Knowledge of the political climate of the community
- Readiness to devote time and effort to the duties of trusteeship (average 6 hours per month)
- Ability to work with people, lead meetings, and communicate effectively