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| **Job Title:** Library Trustee |
| **Accountable To:** The taxpayers, elected officials as applicable, and the people served by the library.  |
| **Responsibilities:** Serves on a seven (7) member board helping to establish policies and long-term goals for the library; promotes and advocates for the library in the community; and, if applicable, hires and evaluates the library director and fiscal officer.  |
| Attends all board meetings and participates appropriately* prepares for board meetings by reading board minutes and other materials sent out before the board meeting
* serves on committees as assigned by board President
* lends expertise and leadership to the board for the good of the library

Helps establish clear by-laws which outline operating proceduresHelps to establish library policies and reviews them on an annual basis, updating as neededStrives for adequate funding levels for library operations and maintains a clear picture of the library's financial situation* assists in the appropriation and budgeting of funds
* requests funding from outside sources when necessary
* regularly reviews financial reports of current income and expenses

Becomes informed about the services offered by the library and promotes these services in the communityEncourages ongoing strategic planning* knowledge of the library’s strategic initiative
* helps update the library’s strategies on a triannual basis

Regularly evaluates the performance of the library director and fiscal officer, taking action if appropriateAdheres to the Ohio Sunshine LawsSupports basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the Public's Right to InformationBecomes aware of local, state and federal library laws and issues, taking action when appropriate* participates in Library Legislative Day if serving as Board President
* contacts local and state elected officials as needed

Abides by majority decisions reached by the Board and publicly supports these decisionsFollows the established chain of command for effecting change, working through the library directorReviews and signs significant or costly contracts if appropriate Keeps up with current library trends and practices through:* reading the literature
* attending professional meetings
* visiting other libraries
* talking to trustees from other libraries

Makes decisions on the acquisition, improvement, maintenance, insurance, use and disposition of propertiesSupports the establishment and maintenance of the library and library services |

**Qualifications**: Commitment to provide 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, county and state

Support for local, state, and national library organizations, joining those deemed most appropriate

Readiness to devote time and effort to the duties of trusteeship

Ability to work with people, lead meetings, and communicate effectively

**Time Commitment:** Board members are expected to attend at least one (1) board meeting per month

Each Board member serves on at least one board committee. Committee meetings are scheduled at the availability of the trustees and are held two (2) to three (3) time per year.

 All meetings last between 1 and 3 hours.

**Salary: $0** All library trustees serve without compensation.