

LIBRARY TRUSTEE JOB DESCRIPTION

SUMMARY

The Plaistow Public Library Board of Trustees is the governing board of the Library and has the final responsibility to see that it provides the best possible service to the town. The Board of Trustees has the entire custody and management of the Library and all related property. The Board of Trustees has sole responsibility for hiring and firing library employees and securing sufficient funds to provide and maintain adequate library service.

Plaistow Public Library Board members are elected by the residents of Plaistow and appointed for a 3 year term. Each Trustee is entrusted by the voters to represent the community to the Library and the Library to the community. The Board may also recommend up to three Alternate Trustees to the Board of Selectmen, each appointed to serve a 1 year term.

QUALIFICATIONS

- Resident of Plaistow
- Knowledge of the services provided by the Library
- Commitment to the Library's role in the community
- Knowledge of the community's social, educational, and political structure
- Ability to work well with others, listen effectively, and plan for the future
- Willingness to devote time and effort to the duties of Trusteeship
- Willingness to work with the Library Director and local, state, and national government to improve library services

ESSENTIAL INDIVIDUAL RESPONSIBILITIES OF A TRUSTEE

- **Attends** monthly Board meetings on a regular basis.
- **Actively** participates in and contributes to the meetings and work of the Board.
- **Conducts** the business of the Library in an open and ethical manner.
- **Supports** all decisions made by the Board.
- **Acts** as a member of a Board, assuming duties and acting individually only as specifically authorized by the Board.
- **Acquires** full knowledge or awareness of local, state, and federal laws pertaining to the governance of a public library ([NH RSA 202-A](#), in particular).
- **Is familiar with** the contents of the NH Library Trustee Association [Trustee Manual](#).
- **Seeks** additional 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 to stay current with library trends and best practices.

ESSENTIAL COLLECTIVE RESPONSIBILITIES OF THE BOARD 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.

- **Adopts**, reviews, and revises by-laws and policies for the Board's own transaction of business and for the governance of the Library.
- **Develops** and approves the mission statement for the Library, and contributes to and approves the development of short- and long-term goals for the Library.
- **Establishes**, reviews, and revises all policies, including personnel, material selection/use, and the use of the building.
- **Enforces** all local, state, and federal laws that pertain to the Library, library employees and the accessibility of materials to the public.
- **Prepares** the annual budget in consultation with the Director.
- **Presents** and defends the budget to the municipal budgetary authorities each year (Board of Selectmen and Budget Committee).
- **Has sole authority** to determine budget lines for expenditures and move monies from one budget line to another.
- **Reviews** the budget on a regular basis and approves expenditures for unforeseen circumstances.
- **Maintains** library revenue in a non-lapsing account, separate from the operating budget, and approves all expenditures of those funds.

ALTERNATE TRUSTEES

- **Assumes the individual responsibilities** above, including attending meetings and participating fully in discussions.
- **Votes** on motions when appointed by the Chair to the serve in place of an absent Trustee.