

Radnor Memorial Library Volunteer Job Description Library Trustee

Purpose:

The Radnor Memorial Library Board of Trustees consists of 17 members. As a public library trustee, your primary responsibility is the success of the library, both now and in the future. Trustees have a legal responsibility to successfully maintain a free, public, nonsectarian library for all residents in the library's service area. Trustees should embody the following characteristics:

1. **Advocate** - raising the library's profile among decision-makers and community stakeholders, showing how the library supports community priorities, supporting specific library and program needs, and keeping the library and its work visible in the community.
2. **Visionary** - Working closely with the library director, trustees help craft and support implementation of a long-term vision that will strategically position the library in the community.
3. **Connector** - expand the library's impact in the community by networking on behalf of the library and serving as a bridge between the library and community priorities.
4. **Financial Steward** - all trustees serve as stewards through their knowledge of and commitment to maintain the library's long-term financial health.
5. **Team Player** - trustees work together to carry out governing and advisory roles, assess customer input, encourage innovation and creativity, participate in thoughtful and strategic discussions about opportunities and challenges, support the library staff, and leverage their personal and professional interests, expertise and connections to raise the library's profile in the community and support the library's vision.

Responsibilities:

- Establishes policies and long-term goals for the library; oversees the general operation of the library; initiates and oversees the budget process; promotes and advocates for the library in the community; and hires and evaluates the library director.
- 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 chair
- Lends expertise and leadership to the board for the good of the library
- Establishes clear by-laws which outline operating procedures
- Establishes library policies and reviews them on an annual basis, updating as needed
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial situation
- Assists in budget preparation
- Represents the library at local budget hearings
- Requests funding from outside sources when necessary and actively participates in fundraising efforts with guidance from and in partnership with the Executive Director
- Regularly reviews financial reports of current income and expenses
- Becomes informed about the services offered by the library and promotes these services in the community
- Establishes an ongoing public relations program

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- Cooperates in the creation and presentation of an annual report to the governing body and the public
- Encourages ongoing strategic planning
- Employs a competent library director who is responsible for the daily operation of the library
- Regularly evaluates the performance of the library director, taking action if appropriate
- Adheres to the Pennsylvania Public Meetings Laws
- 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
- Becomes aware of local, state and federal library laws and issues, taking action when appropriate
- Contacts local and state elected officials as needed
- Abides by majority decisions reached by the Board and publicly supports these decisions
- Follows the established chain of command for effecting change, working through the library director
- Reviews 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

Qualifications:

- Must be a current Radnor Township resident

Time Commitment:

- Attend board meetings via Zoom or in person on the 3rd Thursday of every month at 7PM from September until June
- Volunteer for the Friends of the Radnor Library book sale as able and needed
- Attend committee meetings as they are scheduled
- Attend library fundraising events

Radnor Memorial Library Board of Trustees Agreement

I, _____, understand that as a member of the Board of Trustees of the Memorial Library of Radnor Township, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and the mission of the organization. I will act responsibly and prudently within the bylaws of the Corporation and within the parameters of agreements that the library enters into with the Delaware County Library System, Commonwealth Libraries and the township of Radnor.

I understand that as part of my responsibilities as a board member:

1. I will actively assist the board in securing adequate funding for the library's future.
2. I will represent the library's work and value to the community, and act as an advocate for the library.
3. I will annually make a personal financial contribution at a level that is meaningful to me and participate in development activities.
4. I will annually sign the library's conflict of interest statement and I will sign the library confidentiality statement.
5. I will exercise authority as a board member only when acting in a meeting with the full board or as delegated by the board. I recognize the role of the board as a governing body and not a management body and I will work in good faith with the library director.
6. I will protect community members' freedom to read, view and listen, which might mean setting aside my personal preferences.
7. I will take advantage of professional development opportunities for Board members and share what I learn with other members of the Board.

If I do not fulfill these commitments, I expect the Board President or his/her delegate to take appropriate action.

In turn, the Library will provide me with Board meeting minutes, librarian's reports, and monthly financial statements and other information so that I can meet the "prudent person" standards of the law. The Library will provide me with an orientation that explains to me the history, mission, values, programs, pressing issues, finances, facilities, by-laws, organizational chart, committees, key staff members, etc.

I understand my rights and responsibilities under the Library's by-laws and the law of the Commonwealth of Pennsylvania.

Signed

Date