



Massena Public Library

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Board of Trustees

Trustee Job Description

The Massena Public Library (the "Library") is governed by a five (5) member Board of Trustees (the "Board") appointed by the town council of Massena to renewable terms of five (5) years.

Purpose: To provide broad governance to the Library through the setting of long-term goals and strategic vision, the establishment of Library policies, and ensuring adequate funding of the Library.

General Responsibilities:

1. Understand and support 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.
2. Understand the mission of the Library and the services offered by the Library. Promote the mission of the Library within the community and advocate for the Library to legislators.
3. Participate in library associations as a resource for policies, operations, and advocacy for libraries. Maintain awareness of local, state, and federal library laws and issues, taking action where appropriate.
4. Contribute to the Library's strategic planning process, ensuring implementation and ongoing evaluation. Ensure the Library continues to meet the needs of the community.
5. Recruit and retain a qualified Library director. Conduct an annual performance appraisal for the director based upon a well-defined job description and expectations.
6. Participate in an annual self-evaluation process for the Board.
7. Participate in the identification, evaluation, and adoption of written policies to govern the operation and programs of the Library, including personnel policies. Review and update policies on an ongoing basis.
8. Strive for adequate funds to carry out Library operations. Maintain a clear understanding of the Library's financial situation by regularly reviewing financial reports and assisting in budget preparation. Exercise fiduciary responsibility for the use of public and private funds. Present the budget to the Massena Town Council.
9. Participate in all Board meetings. Prepare for Board meetings by reading minutes and other materials distributed in advance. Lend expertise and leadership to the Board for the good of the Library. Serve on committees as requested.
10. Complete a minimum of 2 hours of approved trustee education annually, in accordance with NY State Education Law Section 260-D.
11. Support the Library through attendance at Library programs and join the Friends of the Massena Public Library.