

## **THE LIBRARY TRUSTEE WESTCHESTER PUBLIC LIBRARY**

**DEFINITION:** A part time, voluntary position serving as a voting member of the governing body of the public library.

**LIBRARY BOARD RESPONSIBILITIES AND DUTIES:** (ILLUSTRATIVE)

Determines the purpose of the library and adopts policies to govern the operation and service programs in relation to the community.  
Determines the long range needs of the library in relation to the community, library standards, and library trends.  
Secures adequate funds to carry out the library program.  
Assists in preparation of the budget and fiscal documents.  
Supports and participates in promotion of the library.  
Employs the library director and supports the library employees.

**TIME REQUIREMENTS:** (APPROXIMATELY 6 HOURS PER MONTH)

Requires attendance at the regular meeting of the board, on the 4<sup>th</sup> Monday of each month and the Committee of the Whole meeting on the 2<sup>nd</sup> Monday of each month.  
Participation in community activities encouraged.

**REPORTS TO:**

Fellow trustees and the community of Westchester.

**NECESSARY SKILLS, KNOWLEDGE AND ABILITIES:**

Ability to work effectively with other trustees.  
Ability to represent community diversity.  
Ability to define problems and make decisions.  
Ability to participate in scheduled meetings.  
Commitment to uphold the principles of intellectual freedom.

**QUALIFICATIONS FOR POSITION:**

Westchester resident of voting age.  
Willingness to learn and discuss library issues.  
Enthusiasm for libraries.