

# Upper Moreland Free Public Library Board Member Job Description

## **MISSION STATEMENT**

The mission of the Upper Moreland Free Public Library (Library) is to consistently improve access to diverse information, advocate for life-long learning, and promote cultural enrichment, in a fiscally responsible manner.

## **VISION STATEMENT**

As a community resource, the Library will exceed the informational, recreational, social, cultural, and learning needs of all residents, and become an integral part of the everyday routine of the community.

JOB TITLE: Library Trustee of the Upper Moreland Free Public Library (UMFPL)

ACCOUNTABLE TO: The people served by the Library, taxpayers and elected officials

REPORTS TO: The Library Board via the Board President

RULES OF GOVERNANCE: UMFPL Bylaws; The Pennsylvania Public Library Code; Robert Rules of Order

TERMS OF OFFICE: A Trustee serves for a term of 3 years, in accordance with the Bylaws. A Trustee can be eligible for re-appointment for one additional term (no more than two consecutive terms).

MEETINGS AND PARTICIPATION: Board meetings are held monthly and committee meetings are held monthly, or as needed. A meeting calendar is generated yearly.

QUALIFICATIONS: The UMFPL Board of Trustees is looking for an individual who has a passion and commitment to public library principles and to the mission and vision of the UMFPL

Ideal candidates will have the following qualifications:

- Commitment to and understanding of the Library's role in the community, preferably based on experience.
- Personal qualities of integrity and credibility.
- Knowledge of public library, political, and/or community issues relevant to the Library's mission.
- Ability to commit time to actively participate in board meetings and activities.
- Willingness to participate in one or more Friends of UMFPL's fundraising events and/or UMFPL public awareness outreach activities.
- Ability to represent varied needs and interests of the community and of the Library.
- Ability to work with people, compromise, discuss issues calmly, and communicate effectively.

- Ability to actively listen to community members and solicit information regarding their needs and interests in relation to library services, programs, and resources.

#### ROLES AND RESPONSIBILITIES:

- Be faithful to the Library's mission and act in a way that is consistent with the Library's vision and goals.
- Comply with the Bylaws of the UMFPL.
- Educate oneself about the work of the UMFPL, keeping up with the current library trends and practices, and becoming aware of local, state and federal library laws.
- As part of the Board of Trustees:
  - Hire and evaluate the Library Executive Director.
  - Establish and review Library bylaws and policies.
  - Develop and review the Strategic Plan to support the mission, vision, values and goals of the Library.
  - Develop and review the annual budget, approve expenditures and ensure that published financial reports properly reflect the financial conditions of the Library.
  - Represent the Board and advocate for the Library with elected officials, Friends of the UMFPL and the community.
  - Participate in periodic evaluation of the Board.
- Be respectful of the role of the Library Executive Director, acknowledging that the Executive Director is the Board's only employee and all other staff are under the direction of the Executive Director.
- Provide candid and constructive criticism, advice and comments to the Director.
- Serve on committees as assigned by the President.
- Attend 75% of the regularly scheduled Board meetings and relevant committee meetings, reading the agenda, minutes, financial statements and other background materials in advance of the meeting.
- Abide by majority decisions reached by the Board and publicly support these decisions.
- Participate in the annual Friends of UMFPL membership drive, including making a contribution to the Friends that is within the trustee's means.
- Participate in one or more Friends fundraising events or community activities that benefit or promote the library.
- Support basic library tenets developed by the American Library Associations, such as Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, Public's Right to Information (see [www.ala.org](http://www.ala.org) for details).

For more information please visit [www.uppermorelandlibrary.org](http://www.uppermorelandlibrary.org)