

**Samuels Public Library Board of Trustees  
Individual Board of Trustees Member Position Description  
3/12/2012, revised 7/14/14, 12/12/23**

The Board of Trustees (the “Board”) is legally and fiscally responsible for all activities of the Samuels Public Library. It is responsible for hiring and annually evaluating the Library Director, determining organizational policy, approving the annual budget, and determining the goals of the Library. Trustees will actively support the mission, vision, and values of the library.

Trustee appointments are for three-year terms. Trustees may serve up to three terms for a total of nine years. They may re-apply for a Board position after a one-year hiatus from the Board.

**OBJECTIVES/ RESPONSIBILITIES**

The individual and collective participation of its members is integral to the leadership success of the Board. Therefore, each Board member is expected to fulfill the following responsibilities:

**Attendance:** As contemplation, deliberation and decision-making require collaboration and participation; Board members are expected to attend Board meetings. Absence from two consecutive meetings or fifty percent or more of the regular Board of Trustee meetings during the fiscal year without notification or explanation shall be grounds for removing a Trustee from the Board. Board members are also expected to actively serve on one or more Board committees.

**Preparation and Participation:** Board of Trustee members will prepare for Board and committee meetings and will participate productively in discussions.

**Board Recruitment:** To strengthen the Board and enhance its community representation, Trustees will participate in recruiting new Board members as the need arises.

**Community Needs:** Board members must analyze the community and consider the strengths and weaknesses of the Library’s services. Furthermore, they must familiarize themselves with the program needs of the Library in relation to the community and keep abreast of Library standards and trends. Board members should support the Library’s services in daily contacts with the public at large and be prepared to participate in Library programs and encourage public participation.

**Strategic Planning:** Trustees will develop and approve annual goals and objectives for the Library, adopt short and long term plans for the Library’s growth, set priorities, and decide on a course of action to implement said plans as a means of furthering the mission of the Library.

**Fiscal Responsibility:** Board of Trustee members will be familiar with the Library's budget, participate in the budget planning process, and approve expenditures of Library funds. The Board is also responsible for contracting with a CPA for an annual audit. Trustees will collaborate with staff and partnering organizations to raise money for the purpose of meeting the Library's mission.

**Contributions:** Each Trustee is encouraged to make an annual financial contribution within their individual means as a tangible demonstration of their commitment to the Library. The demonstration of support, rather than the amount of the contribution, is of principal importance.

**Oversight of Library Policies and Procedures:** Board members are legally responsible for determining and adopting all policies and programs and for the oversight of their implementation. The operation of the library is the responsibility of the Director. To ensure smooth and efficient operations and take advantage of available expertise, the Library Directory works cooperatively and in partnership with the Board of Trustees.

**Library Director:** The Board as a whole is responsible for hiring and annually evaluating the Library Director. Each must support the other.

**Members as Individuals:** The Library Director is accountable only to the Board as an organization and not to individual Trustees; therefore, the relationship between the Library Director and individual members of the Board, including the President is collegial, not hierarchical.

**Conflict of Interest:** Board members must maintain and promote high ethical standards including good-faith Board decision making and avoiding any actual or perceived conflict of interest with other personal activities or interests. Trustees must put the interest of the Library first by publicly disclosing personal or business conflicts that arise for them and recuse themselves from the decision making process on these matters.

**Confidentiality:** Board members must maintain the confidentiality of the private information of the organization, staff, clients, and other Trustees.

**Nondiscrimination:** Board members will not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information (including family medical history).

**Email:** Board members are provided with a Samuels Library email address. Communications regarding the library may be sent to this email and/or to personal emails as requested by the board member. Any communications using the SPL email address will be subject to FOIA (Freedom of Information Act) requests. In addition, any communications about library business that are made using a personal email address are also subject to FOIA requests.

**SAMUELS PUBLIC LIBRARY'S SUPPORT FOR BOARD MEMBER:**

Trustees can expect the following support as they go about their duties:

**Liability Insurance:** Board members shall be indemnified by the Library in the course of fulfilling their legal duties as a Trustee. The Library will maintain directors' and officers' liability insurance to protect Board members.

**Staff Availability:** Library staff will work closely with Board members to support their need for fiscal, legal, and financial information related to Library operations.

**Orientation:** All new Trustees will be provided a group or one-on-one orientation explaining their responsibilities and the Library's function in the community at the start of their tenure.

**Reimbursement:** Trustees may be reimbursed by the library for travel, educational, or other costs incurred while fulfilling Board duties.

**I have read and understand my responsibilities as a board member.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_