



## Pittsford Community Library Trustee Position Description

Library Board of Trustees, September 2024

The Pittsford Community Library Board of Trustees is a volunteer board of the Town of Pittsford. It is composed of five-to-eleven trustees who share a love of the library and who are entrusted to manage library funds and support the Library Director for the benefit of the library. Trustees serve as a link with Pittsford residents and collaborate with the Library Director to develop ways to best serve the local community. Trustees are committed to realizing the Library's vision, mission, and core values:

### **Vision**

To be a welcoming, inclusive place for community connection and educational, recreational, and cultural enrichment as well as an innovative resource for information, knowledge, and technology. To support literacy and life-long learning for all.

### **Mission**

The mission of the Pittsford Community Library is to connect our community with current, responsive, and diverse materials, events, and services curated by an expert staff. This dynamic combination provides a vibrant, inclusive hub for lifelong learning in a warm and welcoming environment.

### **Core Values**

Education & Lifelong Learning: We value creating an environment that inspires connections, learning, and discovery for all.

Access & Intellectual Freedom: We value free and equitable access to diverse collections and services in support of intellectual freedom.

Service: We value cultivating an inclusive staff who are dedicated to knowledgeable, engaging, and compassionate service.

Trustees represents a community perspective and are expected to represent the Library in the community.

Pittsford residents interested in serving as a Trustee on the Library Board may submit a resume and a letter of interest for consideration to the Office of the Supervisor by emailing Kelly Eldred, Assistant to Supervisor Smith, at [keldred@townofpittsford.org](mailto:keldred@townofpittsford.org), or send mail to: Office of the Supervisor, Town of Pittsford, 11 S. Main Street, Pittsford, NY 14534. If you have questions, please contact Kelly Eldred at (585) 248-6221. Applications for a January 1, 2025 appointment will be considered through October 15, 2024.

**Term**: 5-year term beginning January 1; 12 months/year

**Accountable to**: Pittsford taxpayers, elected officials as applicable, the community, and the people served by the library. The PCL Board of Trustees reports to the New York State Education Department.

**Basic Functions**: Library board members participate on the board to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the Pittsford Community Library. The Board of Trustees establishes policies and long-term goals for the library, initiates and oversees the budget process, promotes, and advocates for the library in the community, and hires and evaluates the library director.

## **Responsibilities:**

### Board and committees:

- Attends all library board meetings and participates appropriately; prepares for board meetings by reading all provided materials, contributes to meeting discussions, and lends content expertise where applicable.
- Adheres to the Town of Pittsford Code of Ethics, the Board of Trustees Conflict of Interest Policy and Bylaws and maintains confidentiality when required.
- Serves on committees as appointed by the Board President.
- Abides by majority decisions reached by the board and publicly supports these decisions.

### Library operations:

- Establishes clear Board of Trustees Bylaws which outline operating procedures.
- Establishes library policies and reviews them on an annual basis, updating as needed.
- Participates in ongoing strategic planning to meet the changing needs of the community.
- Hires and regularly evaluates the performance of the library director.
- Supports the Director and library staff in maintaining a facility that meet the needs of the library and community.

### Financial oversight:

- Assists in budget preparation.
- Strives for adequate funding levels for library operations and maintains a clear picture of the library's financial situation, including regular review of financial reports of current income and expenses and understanding of various library funding sources.
- Reviews monthly financial statements in the context of the annual budget, approves reasonable expenditures that are within the total approved budget, and forwards approved bills for payment by the Town of Pittsford.
- Assists in budget preparation; represents and defends the library at local budget hearings.

### Advocate for the Library:

- Becomes informed about the services and programs offered by the library and promotes these in the community.
- 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.
- Keeps up with current library trends and practices through activities such as attending professional meetings and webinars, visiting other libraries, and talking to trustees from other libraries; and keeps up with library legislation at the local, state, and federal levels.

### Qualifications and Skills:

- Commitment to provide the best possible library service for the community.
- Knowledge of the library's mission.
- Readiness to devote time and effort to the duties of trusteeship, including regular attendance at monthly meetings and preparation for those meetings.
- Ability to work with people, lead meetings, and communicate effectively.
- Resident of the Town of Pittsford.

## **About Trustee Duties and Responsibilities in New York State** (Excerpted from the 2023 Handbook for Library Trustees of New York State)

<https://nyslibrary.libguides.com/Handbook-Library-Trustees/duties-responsibilities>

A trustee is a person to whom property is legally committed in trust. A library trustee's commitment is to both the physical property and resources of the library and the services it provides. The Library Board has the final responsibility to see that its library provides the best possible service to its community.

A trustee/board member has a responsibility to ensure that the institution's resources are dedicated to the fulfillment of its mission. Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out these duties. Under New York State law, Library Boards have broad and almost exclusive powers and authority to administer the library. The Board should not only be concerned with the internal operations of the organization but also alert to external trends and changes that can affect the library's program of services. Being proactive and open to change is imperative to survive and thrive in a world in which change is the only constant.