



## **Trustee Job Description**

**JOB TITLE:** Kennebunk Free Library Trustee

### **GENERAL FUNCTION:**

Participate as a member of the Library Board to support and provide guidance to the Library Director, and to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the Kennebunk Free Library. Trustees must become familiar with principals and issues relating to intellectual freedom and equitable provision of public library services.

### **PRINCIPAL ACTIVITIES:**

1. Attend and prepare (by reading committee reports or other documents) in advance of all meetings.
2. Be an active participant in at least one (1) standing committee.
3. Support the growth of the investment account for the future stability of the Library and participate in fundraising and other community outreach activities of KFL.
4. Assist in the review and approval of the annual budget and monthly expenditures as presented by the Library Director. Advocate with the municipal governing body to obtain adequate library funding.
5. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.
6. Act as an advocate for the library through contacts with civic groups and public officials.
7. Assist in the formulation and adoption of a long range plan for the Library. Periodically review and revise long range plan.

### **Committees:**

Most of the real “work” done by Trustees is accomplished in the standing committees. These committees meet at least six times per year, before the Board meetings, and bring important items to the attention of the full Board of Trustees. Standing committees and basic responsibilities of the committees:

1. Facilities

- Identify and plan for long- and short- range capital expenditures associated with buildings and grounds.
2. Finance
    - Collaborate with the Treasurer to supervise and manage all funds, accounts and securities of the library.
    - Assist in preparing the annual budget and represent KFL when presenting budget to Town of Kennebunk Budget Board and Selectmen.
  3. Governance and Policy (G & P)
    - Assure that KFL policies are consistent with town, state and federal laws, including operational, personnel, and other policies and procedures.
    - Conduct an annual review of Library Director and conduct search, should that position become vacant.
    - Develop a long range plan and see that all committees attend to its goals.
  4. Nominations
    - Present new Trustees for election to the Board and present a slate of officers at the May meeting each year for election at the June meeting.
  5. Public Relations and Development (PR & D)
    - Set an annual fundraising goal with the Library Director for the budget and implement fundraisers to meet that goal.
    - With the Library Director, develop an annual marketing plan to promote and increase awareness of library resources, programs, services and fundraising events.

**Committee Chairs:**

Committee chairs are Trustees with special responsibilities. They must:

1. Set regular times to meet and see that committee members are reminded of the meetings in advance, with an agenda and pertinent material attached.
2. With Library Director, set agendas for committee meetings.
3. Ensure minutes of meetings are taken, submitted to committee members for review, and then submitted to Library Director for inclusion in the monthly Board packet.
4. Establish annual committee goals, review regularly, and see that they conform to current Long Range Plan.

**Committee Members:**

Committee members are Trustees who must:

1. Attend meetings.
2. Prepare for meetings by reviewing materials and minutes.
3. Actively participate in meeting discussions and projects.