

# Salem Township Library Board Trustee

*\*\*\* Petitions are available at the Salem Township Offices and are due by April 25, 2024*

**Position Title:** Library Board Trustee

**Accountable to:** Taxpayers and residents of Salem Township as well as Overisel Township, our contracted municipality.

**Position Requirements:**

- Salem Township resident.
- Passion for the library, its mission, and a desire to provide the best possible library service for the community.
- Willingness to be a team player.
- Vision for the library's future.
- This position includes board meetings scheduled for the third Thursday, every other month.
  - More time may be necessary, as requested and/or deemed appropriate.

**Pay:**

- \$40 per meeting

**Overview:**

The Salem Township Library Board of Trustees is composed of six elected Salem Township residents who share a love of the Library. The job of each individual Library Board member is to participate as part of the Board team to accomplish the Library's vision and mission:

- Vision: Inspire Curiosity, Foster Community, Ignite Imaginations, and Cultivate Learning
- Mission: Building a community of people who discover, share and belong.

The Board members represent a community perspective, and are expected to represent the Library in the community. Board members need to understand that all authority rests with the full Board and its designees, not with individual Board members. Trustees must work cooperatively with other members of the Board.

Everything the Library Board does either falls within one of the following responsibilities, or is done in support of them. A trustee makes a personal commitment to contribute the time and energy to faithfully carry out these responsibilities. Although the Board is legally responsible for all aspects of the institution, it is unreasonable to expect a trustee or the whole Board to be expert on every activity or concern that affects the Library. Sometimes the most important thing a Board can do is acknowledge that it does not have enough information or resources, and ask for help.

## Responsibilities:

1. Hire and Evaluate the Director:
  - a. Prepare a job description for, and hire the Library Director.
  - b. Provide regular annual evaluations of the Library Director.
  - c. Respect the role of the Library Director and support the Director's administrative decisions.
2. Write and Evaluate Policies:
  - a. Adopt written library policies and by-laws, consistent with the library's mission, to govern the operation of the library and its Board of Trustees.
  - b. Review and update library policies as needed for clarity, and to reflect changes in the community, and changes to library services and technology.
  - c. Adopt written personnel policies following all applicable laws.
  - d. Review and update personnel policies as needed for clarity, and to reflect any changes to any applicable laws, or changes to the library and its services as deemed appropriate.
3. Engage in a strategic planning process for the Library.
  - a. To best serve in this area, a trustee must know the library's Vision Statement, Mission Statement and Core Values, as well as stay up to date on the changing needs of the community and the changes in library services and technology.
4. Stay Connected:
  - a. Check-in with the library Director and other staff members on a regular basis and offer support as/where requested.
  - b. Stay informed with what's happening in the library and in the community.
  - c. Stay informed with what's happening with libraries at the local, state and national level.
  - d. Understand the roles and laws governing Michigan Public Libraries and Library Boards.
    - Read and review the current Library of Michigan Trustee Manual regularly.
    - Read and review the current Salem Township Library policies and bylaws regularly.
5. Advocate:
  - a. Support legislation favorable to libraries on the local, state, and national levels.
  - b. Pursue opportunities to meet and speak with community groups.
  - c. Get to know the Salem Township board members and supervisor.
  - d. Support the Library Director and other library employees.
  - e. Seek decent salaries for library staff. Good pay is a measure of respect for the individual and for the institution.
  - f. Support the library in the community.
6. Be Fiscally Responsible:
  - a. Review, make changes too, and approve the library's annual budget.
  - b. Explore and research alternative income for the library.
  - c. Help obtain and support adequate funding for the library.
  - d. Assist with the library budget where needed.
  - e. Review and approve all monthly financial reports of the library.
7. Participate fully in the Board meeting process:
  - a. Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting.
  - b. Attend as many of the meetings as possible.
  - c. Regularly self-evaluate personal performance on the Board and determine areas where improvement is needed.
8. Continue to Grow:
  - a. Seek opportunities to connect with other library trustees.
  - b. Seek professional development opportunities.