

Wiggin Memorial Library

Job Description: Library Trustee

1. General Function:

By state law, Library Trustees are the governing board of the library. A Trustee shall participate as a member of the Library Board to protect the interests of, promote the development of, and advocate for the Wiggin Memorial Library within the community and other public arenas. The principal responsibilities of a trustee shall be to ensure that the necessary funding is available to operate the library, to hire and discharge the library director, and to develop policies and procedures for the operation of the library.

2. Qualifications:

A member of the Wiggin Memorial Library Board of Trustees shall:

- Be a resident of the town of Stratham.
- Have knowledge of the services provided by the library.
- Be willing to devote time and effort to the Trustee's duties.
- Have the ability to work well with others within the library as well as the community in general.

3. Principal Responsibilities

As a Trustee, members shall:

- Prepare for and attend regular board meetings. Trustees are expected to attend at least seventy-five (75) percent of the yearly meetings. They shall actively participate in committees and activities when necessary.
- Support all decisions made by the board.
- Attend library functions and support the programming offered by the library.
- Participate in the hiring and evaluation of the library director.
- Contribute to the development of library policies. Review and revise established policies on a regular schedule.
- Adopt, review and revise when necessary the Wiggin Memorial Library Trustee By-Laws.
- Contribute to the formulation of a mission statement and long range plan for the library. Participate in periodic reviews of the mission statement and long range plan.
- Assist the library director in the preparation of the annual budget and lend support to the presentation of the budget to the Stratham Budget Committee.
- Maintain financial records, present and review a monthly expenditures report.
- Actively participate in fundraising efforts.
- Be a member of the New Hampshire Library Trustees Association (NHLTA).
- Attend regional and state workshops and other training opportunities when possible.
- Be aware of the needs and interests of the community to ensure they are addressed appropriately by the library.
- Be aware of library issues and trends and how they will impact library users.
- Act as an advocate for the library and a liaison with the public.
- Abide by the Wiggin Memorial Library Trustee By-Laws.