



Trustee of the Cecil County Public Library

Summary of Role:

Works as an active member of the governing Board of Trustees to accomplish the Library's mission to Champion Reading, Build Knowledge, and Inspire Curiosity. Represents the perspectives and needs of citizens to the Library system and to all stakeholders. Responsible for fiduciary and legal oversight of the county-supported Library system, as well as participation in planning and policy setting.

Expectations

- Determine the mission of the Library and adopt policies consistent with the mission to govern the operation of the Library system.
- Serve as both an advocate for the community and for the Library by developing relationships with County officials and state representatives and making them aware of the Library's needs and issues.
- Participate in the budget development and audit processes for the Library system and advocate for funding necessary to accomplish mission and priorities. Review monthly financial statements.
- Engage in various forms of strategic planning for the Library's services and spaces.
- Participate in library facilities development, including selecting locations and approving plans.
- Advocate for legislation favorable to libraries on local, state and federal levels.
- Participate in hiring, retaining, evaluating and supporting the Library Director.
- Communicate expectations and provide constructive feedback on performance to the Director on an ongoing basis; participate in the board's annual evaluation process.
- Reviews monthly meeting materials in advance and be prepared to fully participate in discussions.
- Actively serve on a Board committee, if designated. May be invited to serve on county and state committees.

Knowledge, Skills and Abilities

While each board member brings different skills and experiences, all should be able to:

- Effectively represent the Library in a variety of settings to the entire community.
- Model and convey the Library's adopted values around Leadership, Community, Access for All, Reading and Literacy, Trust and Integrity, and Continuous Learning.

- Understand all applicable laws, regulations, bylaws and policies, including those set by the American and Maryland Library Associations (ongoing training and support in this area is provided).
- Participate in budget development.
- Provide strategic advice to the Library Director.
- Actively participate in monthly Board meetings and committee meetings.
- Set objectives that are specific, measurable, achievable, relevant and time-targeted.
- Make recommendations pertaining to personnel actions to the Director.
- Evaluate performance and provide constructive feedback.
- Take a strategic mindset, rather than an operational one.
- Review and understand financial statements and reports.
- Fully participate in meetings by reviewing minutes from the prior meeting and agenda and materials for the upcoming meeting.
- Participate in learning and other developmental activities that will help you grow in your role.
- Speak honestly and candidly in meetings.
- Work cooperatively with other Board members

Time and Participation Expectations:

- Attendance at monthly meetings of the Board of Trustees (2 hours)
- Attendance at Education sessions offered on a regular basis(1-2 hours)
- Periodic attendance at legislative meetings and events, about 2-4 times per year
- Attendance at periodic Library sponsored events and Friends Foundation events