Seymour Library Trustee for the Town of Clarkson

Job Description

**DESCRIPTION:** A Seymour Library Trustee oversees the governance of the library to ensure the library stays on track to meet strategic goals, serve community needs, and operate in a financially responsible manner. The Board of Trustees is comprised of three members from the Town of Clarkson, the Village of Brockport, and the Town of Sweden.

**VOLUNTEER TIME COMMITMENT:**

* Attend monthly board meetings (1.5-2 hours) on the third Wednesday of each month.
* Attend committee meetings (2-5 hours each month)
* Attend annual budget/operations meetings (2-4 hours per year)
* Attend extracurricular library activities and festivals (1-2 hours per year)

**EXPECTATIONS:**

* To help fulfill the library’s mission and serve the community in the best way possible.
* Draw on community expertise to create proper checks and balances helping the library thrive responsibly.
* Be able to commit to ten hours per month depending on the time of year and function needed by the Trustee.
* A desire to assist the library in maintaining its success.

**RESPONSIBILITIES:**

* Attend board meetings and meet with the Library Director to compare the operation’s progress with stated goals. Trustees have opportunities to vote, discuss plans outside of committees, and otherwise ensure proper governance of the library according to the library’s by-laws and Trustee due diligence.
* Each Trustee is assigned to a committee by the Board President based on their skills and experience in relation to how it can help the library. Each Trustee is responsible for a minimum of two committees. Each committee meets at least once per month 1-1.5 hours at a time. Some committee communication outside committee hours may be required, typically no more than one hour per month.
* Attending the Annual Meeting in which the Library Director discusses the operation metrics of the library to the municipalities, as well as the budget. Trustees are recommended to attend these events to support the library and its Director. The Trustees may also act as liaisons to their municipalities to field questions, offer explanations, and otherwise engage with community leadership.
* Attend outreach events held by the Seymour Library, the Foundation of the Seymour Library, and the Friends of the Seymour Library. Each of these events acts as a representation of the library and it is encouraged that Trustees attend to help strengthen the library’s image.
* Be aware of the services provided within the library.