

Position Description for Mendon Public Library Trustee

This is a five-year volunteer term on a five-member board that reports to the New York State Education Department.

Please submit resumes no later than 5 p.m. on Friday, May 27 to the attention of; The Mendon Library Board President Bruce Peckham, care of Mendon Public Library, 22 North Main St, Honeoye Falls, NY 14472. E-mails may be sent to mendonlibrarystaff@gmail.com

Basic Function: The Board of Trustees serves as the policy making body of the library, is responsible for presenting and defending the budget requests, recruitment, orientation and annual performance evaluation of the Library Director, and serves as the key library advocacy group.

Specific Duties and Responsibilities:

- To participate in a thorough orientation of the library's programs and services
- To subscribe to the Town of Mendon Code of Ethics
- To attend Board meetings prepared to discuss agenda items
- To participate as a working Board member by serving on committees
- To complete tasks assigned in a timely fashion
- To determine and adopt written policies to govern the operations of the library
- To serve as an advocate for the library and develop an annual advocacy plan
- To understand the role of the Friends' of the Library and support their work
- To attend library sponsored events whenever possible
- To have a good working knowledge of the library's budget and funding sources
- To present and defend the budget requests
- To be aware of library legislative issues at the local, state and federal levels
- To participate in continuing education opportunities
- To ensure on-going planning for the library
- To continually look for new library partnerships and collaborations.
- To recruit the Library Director and provide a thorough orientation.
- To maintain an annual performance appraisal process for the Library Director.

Knowledge, Skills and Abilities:

- Possesses thorough knowledge of the mission of the Mendon Library
- Possesses the ability to communicate effectively
- Possesses the willingness to advocate for the library
- Subscribes to the philosophy of working as a team player
- Demonstrates initiative and the ability to plan creatively
- Possesses sound judgement, political awareness and a sense of fiscal responsibility.

Minimum Qualifications: This position requires an individual that is committed to the mission of the Mendon Library, has adequate time to devote to the duties and a willingness to serve as a key advocate for the library. This position requires residency in the Town of Mendon, which includes the Village of Honeoye Falls.

For additional information see: <http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>