

Towanda Public Library

Job Description: Board of Trustees Member

This sheet is prepared to provide prospective Trustees with a simple description of how the Board operates. The Nominating Committee keeps a list of prospective members and a matrix of needed skill sets. When a vacancy occurs, we look for someone who brings skills and experiences that are most needed at the given time.

The Towanda Public Library Board of Trustees meets every month on the 2nd Tuesday of the month at 3:30pm. Meetings typically last 1 to 1½ hours.

The following is a Trustee job description:

- Attend Board Meetings
- Being a Library Trustee should be one of your top 3 volunteer commitments.
- Serve on at least one Board Committee
 1. Library (Policy, Bylaws and Operations)
 2. Finance & Development (Fundraising)
 3. Building & Grounds
 4. Public Relations
 5. Long Range Planning
 6. Nominations
- Attend Library events and encourage others to do so
- While at events, visit with staff, greet patrons, and evaluate event for later feedback
- Make at least one annual financial contribution
- Look for creative ways to help the Library pursue its mission

Towanda Public Library's Mission Statement:

The mission of the Towanda Public Library is to maintain a free, public, non sectarian library which serves community members equally according to need regardless of age, sex, race, educational background or intellectual capability, economic or educational status.

The Library will provide informational, educational and recreational materials to meet the needs of the community.

The Towanda Public Library shall provide enrichment and promote an appreciation of reading, thereby being an invaluable source for the community.

Application for Nomination to Board of Trustees

Date:

Name of Nominee:

Address:

Township or Boro:

Phone Numbers: Home:

Work / Cell:

E-Mail:

Library Card Number:

(You may use the back of this sheet if you need more space for your replies)

1) What other community or civic organizations have you been active with over the past five years?

2) The term of office for a Library Board member is three years. The board meets at 3:30 PM on the 2nd Tuesday of the month, September through June. Reliable attendance at meetings is important to insure a quorum for transacting board business.

Are you available to attend board meetings?

3) Each Board member serves on **at least one** Board committee. Board Committees are: Finance & Budget / Development / Buildings & Grounds / Library (Policy, Bylaws and Operations) / Long Range Planning / Nominations / Public Relations.

On which committees would you like to serve?

4) What experience or expertise could you bring to the committee?

5) All board members are expected to be involved in the planning and fundraising necessary to maintain or expand library services. Please share any experience you may have related to such activities.

6) Are you related (as a spouse/parent/grandparent/child/sibling) to any current employee(s) of the Towanda Public Library?

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Feel free to attach your resume or a brief summary of your relevant background or experience with this application and the completed "Board Member Commitments" checklist.

Send the application to:
Nominations Committee, c/o Towanda Public Library, 104 Main St.,
Towanda, PA 18848
Nominations and applications can also be faxed to the Library Director at
570-265-7212 or e-mailed to kpatton.tpl@gmail.com,

Towanda Public Library

Commitments of Board Members

Your Name: _____

Do you agree if elected as a Trustee:	<u>Yes</u>	<u>No</u>	<u>Maybe</u>
1) To remain a current Library cardholder familiar with the materials, services and programs offered?	___	___	___
2) To use your contacts with other community organizations to provide information to the Library and to encourage community partnerships?	___	___	___
3) To serve on a committee(s), providing your particular expertise for the benefit of the Library?	___	___	___
4) To learn and grow as a trustee by participation in trustee training opportunities	___	___	___
5) To make a financial contribution to the Library's annual appeal relative to your ability to give?	___	___	___
6) To promote the library as a vital tool for the community?	___	___	___
7) To interact with elected officials in Bradford county, in Harrisburg and at the federal level to support funding and advocate on other library related issues, when appropriate?	___	___	___