



NEW JERSEY LIBRARY TRUSTEE ASSOCIATION

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Roles and responsibilities of the Library Trustee

What does it mean to be a library trustee?

- Recognize your library's value to your community
- Take an oath of office to preserve this treasured resource
- Have a genuine vested interest in your library
- Be an active member of your library board
- Remember you are entrusted to do what's best for your library

What is the Library Board's Job?

- Secure satisfactory public financing
- Recruit, appoint and review the performance of the director
- Establish, review and revise board policies and procedures
- Strategically plan for growth within the community
- Build relationships with elected officials, library staff and community
- Serve as an advocate throughout your term

What should a trustee know?

- A little bit of everything!
- Mission and bylaws of the library
- Board and committee roles and responsibilities
- General rules of order
- Library law and legislation
- Library's services and resources
- Community's needs and interests
- Users and non-users of the library

What is a library trustee's job?

- Be an active member of the board
- Contribute to making decisions and accept compromise when needed
- Generate support and enthusiasm among the public
- Give the time and attention the job requires
- Encourage the board to be as professional as the staff it hires

What is a trustee expected to do?

- Attend all regular and special meetings of the board
- Take the time to read the agenda and materials provided for each meeting
- Accept assignments for committee work and give the time required to accomplish goals
- Support the library and the library director
- Recognize the importance of teamwork
- Present a united front when advocating for your library
- Participate in continuing education workshops and seminars

Relationships within your library

- Board – Director
- Director – Employee
- Board – Municipality
- Friends Groups
- Library – Community
- Library – Civic organizations
- ***Who is the spokesperson for your library***

Top 10 for trustees

- Secure adequate funding
- Recruit, appoint, review the performance of the director
- Establish, review and revise policies
- Strategically plan for the future
- Build relationships with elected officials and the community
- Be an active member of the board
- Advocate on a local, state and national level
- Promote your library
- Act in the best interest of the library
- Continuing education