



Wareham Free Library Trustee Job Description

(revised 10/21/2021)

Qualifications:

- Current Wareham resident and registered voter.
- Commitment to the library's role in the community.
- Willingness to devote time and effort to the duties of trusteeship and to represent the library in the community.
- Knowledge of the services provided by the library.
- Enthusiasm and the ability to work well with others, effectively listen, and plan for the future.
- Ability to work well with local, state, and national government and library leaders to improve and support library service at all levels.

Term:

Upon recommendation by the Board of Library Trustees ("BoLT"), applicants are recommended by vote, to be appointed by the Board of Selectmen for a three-year term. Trustees may be recommended and appointed to additional terms upon recommendation of the current BoLT. See Bylaws for specifics.

Responsibilities:

- To support the mission as describe in the Trustee Bylaws.
- Prepare for, attend, and participate in monthly Board meetings.
- Follow up on tasks and action items as promised.
- Maintain library documents pertaining to the Board including, but not limited to: policies and procedures, meeting agendas and minutes, correspondence, and long range library plans.
- Plan for the future of the library in cooperation with the Library Director.
- Learn as much as possible about issues affecting library services.
- Set library policies in cooperation with the Library Director.
- Monitor and evaluate the overall effectiveness of the library.
- Support library services and participate in library programs (i.e., special events and/or committee work in representation of the Wareham Free Library and the Trustees.
- Advocate for the library at both community and state levels (e.g., assist in securing adequate municipal funding).
- Be familiar with state and federal laws relating to managing the library.
- Participate in the hiring and regular evaluation of the Library Director.

Accountable to:

- The taxpayers and the people served by the library.