

## **Marple Library Trustee Vacancy**

Marple Public Library is dedicated to ensuring that its board members can support and promote excellence in their work to uphold the library's mission to provide a wide range of resources, services, and technology to enrich the lives of the Marple community. In addition to the standard roles and responsibilities of a board member, our board members are active advocates and ambassadors for Marple Public Library and are fully engaged in maintaining the library's excellent standing in the community.

We welcome all applicants and are especially interested in candidates with experience in finance, law, or human resources. We have one vacancy currently.

Please send a letter of interest and resume to Board Vice President Jane Staud

[janestaud@comcast.net](mailto:janestaud@comcast.net)

## **Marple Library Trustee Job Description**

As a library trustee, your primary responsibility is the success of the library. Trustees have a legal responsibility to successfully maintain a free, public, nonsectarian, nonpartisan library for all residents in Marple Township. Trustees are accountable to the taxpayers of Marple, and the people served by the library.

### **Collective Responsibilities**

As the governing body of Marple Public Library, the board is collectively responsible for:

- **Policy:** Identify, adopt, and review written policies, rules and regulations to govern library operations.
- **Financial Accountability:** Oversee the creation of library's annual budget in collaboration with library director; ensure budget and expenditures reflect good fiscal management and align with strategic goals; review monthly financial statements and approve major or out-of-the-ordinary expenditures as needed; ensure financial control systems are in place; work to ensure that the library has sufficient operating and reserve funds.
- **Fund Development:** Approve fund development goals and plans; participate in fundraising activities, especially regarding identification and cultivation of prospective donors; work with the municipal governing body and Delaware County Library System to obtain adequate library funding.
- **Strategic Planning:** Determine the organization's mission and goals; develop a long-range plan which is periodically reviewed and revised; approve overarching goals and objectives of library; monitor achievements and outcomes against those established goals.
- **Oversight of the Library Director:** Recruit, select, support and conduct an annual performance review.
- **Advocacy:** Work to advance the public image of the library; educate civic organizations, businesses, public officials and the community at large about library mission and activities.
- **Maintaining the Board:** Select, recruit and nurture new board members; develop and review the performance of board members; and assess its meetings and own performance as a board.

## **Individual Responsibilities**

To achieve these collective responsibilities, individual board members will be asked to:

- Attend regular monthly board meetings.
- Prepare for board meetings in advance by reviewing the pre-distributed materials to facilitate the board's agenda.
- Serve on at least one standing committee.
- Make a personally meaningful monetary contribution to the library.
- Make introductions to prospective donors.
- Assist with special projects requested by the President of the Board.
- Attend library sponsored events.
- Adhere to the Board of Trustees Code of Ethics and Conflict of Interest Statement.
- Participate in Delaware County Library System meetings, workshops and activities.
- Lends expertise and actively participate in Board meetings and activities.
- Advocate for the library and maintain awareness of the interests and the needs of the community we serve.
- Sign and adhere to the Library Board Member Agreement.

## **Term of Service**

3 years (with the option of serving additional 3 year terms, if so desired)