

# **Dorothy Hull Library**

## **Library Trustee Role Description**

The Dorothy Hull Library Board of Trustees is composed of six residents of Windsor Township including the Village of Dimondale. All members are elected on a four-year basis. The job of each individual trustee is to work with their fellow members to accomplish the library's mission:

**“The Dorothy Hull Library – Windsor Charter Township mission is to provide resources and services that enhance individual knowledge, enlightenment and enjoyment for our community and improve the quality of life. That the library serves as a place for all to discover the joy of reading and the value of libraries.”**

The Board represents the community, and its interests and serves as liaison between the Library and the community. It is accountable to the taxpayers of Windsor Township. The Board is required to hold all meetings and information as specified under the Michigan Open Meetings Act. All authority rests with the full Board and not individual trustees.

### **Responsibilities and Duties:**

1. Attend and participate in all Board meetings.
  - a. Regularly scheduled monthly meetings, special meetings, and committee meetings.
2. Prepares for all meetings in advance by reading the Board packet sent) in advance of the meeting.
  - a. Serve on committees as assigned by the chair board.
  - b. Lends expertise and leadership to the board for the good of the library.
3. Plans for and achieves adequate funding levels for library operations and maintains a clear picture of the library's financial situation.
  - a. Assists in budget preparation.
  - b. Requests outside funding sources when necessary.
  - c. Reviews and understands financial reports of current income and expenses.
4. Be aware of and comply with applicable laws, regulations, by-laws, and policies.
  - a. Maintain trustee handbook.
5. Engage in a strategic planning process for the library.
6. Adopt and review by-laws and written policies to govern the operation of the library.
  - a. Review by-laws every two years (odd years) or as needed.
  - b. Review policies every two years (even years) or as needed.
7. Employ a competent library director who is responsible for the day-to-day operations of the library.
  - a. Evaluate the Director annually.
  - b. Provide support to the Director.
  - c. Not interfere with the day-to-day work of library staff, nor interfere with the duties of the Director or undermine the director's authority.
8. Set goals and evaluate the performance of the board annually.

9. Keep up with library trends and practices through attending professional meetings, and actively participating in library related workshops and activities from the Library of Michigan.
10. Advocate for the library within the community
  - a. Participate in community events.
  - b. Speak to various community groups.
11. Advocate for legislation favorable to libraries on the local, state, and national levels.

### **Qualifications**

- A. A resident of Windsor Township.
- B. Knowledge of the Community.
- C. Commitment to providing quality library services and equitable access to those services to the entire community.
- D. Readiness to devote an effort to the duties and responsibilities of the position.
- E. Ability to work well with people, relate to the public, lead meetings, and communicate effectively.
- F. Must be computer literate with a working knowledge of tools such as Microsoft Word, Google Drive, or similar platforms.
- G. Must be able to communicate proficiently using technology.

If you are interested in becoming a trustee, please contact the Board President, Linda Reznick at [lreznickdhl@gmail.com](mailto:lreznickdhl@gmail.com)