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## [Fairfield Public Library](#) – Fairfield, CT

### **Board of Trustees, Board Seat Description**

**Accountable to:** The taxpayers and the people served by the library

**Responsible for:** Working with other board members to oversee the library, establish policy and plans, determine the final budget, and serve as an advocate for the library.

#### **Duties may include:**

- Attends and participates in all board meetings
- Abides by the bylaws of the FPL Board of Trustees
- Reads board meeting minutes and other materials sent out before the board meeting
- Becomes informed about all phases of library operation
- Serves on committees as assigned by the board chair
- Lends expertise and leadership to the board for the good of the library
- Actively participates in board activities and occasional workshops
- Collaborates with Board Trustees to ensure the library has a strategic plan with implementation and evaluation components
- Proposes qualified Trustees to fill Board vacancies
- Promotes the mission of the library within the community
- Acts as an advocate for the library to town legislators
- Visits the library often

#### **Qualifications:**

- Resident of the Town of Fairfield
- Appreciation of the library and a desire to provide the best possible library service for the community
- Willingness to be a team player
- Ability to work with people
- Ability to plan
- Ability to put aside personal preferences for the greater good of the library

Connecticut public library trustees are entrusted with the continued development of the community's public library, an institution essential to both individual and community well-being. For generations, public libraries have provided free access to the knowledge, information, and diversity of ideas essential to a democratic society.

An effective public library board of trustees consists of informed and dedicated citizens representing a cross-section of the population and governs the library for the benefit of the community. The board fulfills ethical, legal, and fiduciary responsibilities by:

- Employing a qualified library director and understanding the director's roles and responsibilities
- Setting service-oriented library policies that uphold the principles of equal access to information and the free exchange of ideas
- Working to secure an appropriate funding level for facilities, technology, hours of operation,

- collections, programs, and staffing
- Knowing and observing applicable municipal, state, and federal laws and regulations
- Working with the director to develop and implement a written plan for the maintenance and improvement of library services
- Staying informed through regular continuing education

Collectively, a Board of Trustees should have:

- An interest in libraries
- Knowledge of the community served
- Business management/financial experience
- Legal knowledge
- Diversity in age, race, and sex
- Varied personal backgrounds
- Advocacy skills

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