



LIBRARY TRUSTEE ATTRIBUTES

BOARD RESPONSIBILITIES:

As authorized by Chapter 78 of the Massachusetts General Laws, the Board of Library Trustees represents community citizenry's interest in, and control of, the public library. Six Board members are elected by this constituency to: employ a competent and qualified librarian; adopt and administer a written body of policies, as mandated by state law and regulation; govern the operations and set the direction of library programs through a state-mandated planning process, via annually-set goals. Additionally, the Board advocates and secures a library budget adequate to support the library program; stays aware of library trends, intellectual freedom issues, library standards and community data. Members attend monthly Board meetings, allocating an average of 6 - 8 hours per month, depending on the budget season and sub-committee activity. Members are expected to affiliate with professional associations, work with the prescriptives of the Massachusetts Board of Library Commissioners, and report and answer to governing officials and the electorate. [Abbreviated orientation materials are available to prospective candidates; elected Trustees undergo formal orientation].

BOARD QUALIFICATIONS:

Ideal attributes include interest in the library and its relationship to the community, a readiness to devote time, energy and initiative to Board duties, and a desire to envision and plan progressive library development. Needed are intellectual curiosity, impartiality in provision of service to all patrons and enthusiastic participation in library planning and work on behalf of the entire Westford community.

Interested candidates should contact the Chairman of the Board of Library Trustees (call the Library Director at 978-399-2312 for further information); all applicants will receive a brief introduction to the Board and a packet of materials.