














BOARD OF LIBRARY TRUSTEES POSITION DESCRIPTION

DEPARTMENT: J. V. Fletcher Library
TITLE: Trustee
REPORTS TO: Public Electorate and Town Meeting
TERM: Elected for a 3-year term, OR; jointly appointed by the Board of Trustees and the Board of Selectmen to fill a vacancy until the next regularly scheduled election.

DESCRIPTION:

Represents the overall electorate and insures the provision of library service to all members of the general public. Responsible for the care and management of the library as authorized by Chapter 78, Sections 7 – 12 of the Massachusetts General Laws. Specific responsibilities include:

-  Employing a qualified and competent librarian
-  Adopting written policies to govern the operation and program of the library, and as mandated under Ch.78
-  Securing adequate funds to carry out the library's service program
-  Determining community needs and developing a Long-range Plan of Library Service to answer those needs
-  Staying aware of library professional trends and issues
-  Supporting a planned public relations program
-  Providing direction and approval of the annual library budget
-  Awareness of state and local laws
-  Supporting state and national library legislation
-  Attendance of Board meetings and of Town official meetings as required
-  Participation in appropriate professional associations
-  Use of the services of the Massachusetts Board of Library Commissioners and the Region
-  Regular communication with governing officials and the general public

QUALIFICATIONS:

Dedication to the library and the community of Westford and a desire to craft the best possible public library for that community. Readiness to devote time and energy to the duties of Trusteeship. Recognition of the library's importance as an informational, cultural, educational and recreational resource and center. Advocacy on behalf of the library with governing boards, town groups and the general community. Intellectual curiosity, open-mindedness and commitment to the provision of impartial and equitable service. Ability to envision and plan library development, and to implement plans effectively.

COMPENSATION: No monetary remuneration.