

# Blue Hill Public Library Board of Directors: Duties and Responsibilities

## Mission Statement

*The Blue Hill Public Library opens doors to information, culture, community and the world.*

## Statement of Identity and Core Values

*The Blue Hill Public Library serves all the people of the Blue Hill Peninsula: children and adults of all backgrounds and circumstances who seek information and the pleasure that comes from the life of the mind. As a dynamic cultural center dedicated to preserving the past while exploring the future, the library integrates new technologies with traditional collections. It hosts and sponsors lectures, discussion groups, community meetings, exhibits, and displays. The library opens doors to the adventures of learning and believes that the unbound access to ideas and information is indispensable to an informed citizenry and the search for truth.*

A board member's commitment is to both the physical property and resources of the library and to the services it provides. The Blue Hill Public Library Board is a governing body with the final responsibility to see that its library provides the best possible service to its community.

## Principal Activities

1. Secure sufficient resources to fulfill the mission of the library. Board members should use their time and talents to plan and help with fundraising events, assist with annual appeal and other fundraising campaigns and introduce potential donors to the library. Board members also work with municipal governing bodies to obtain adequate library funding. Board members are expected to make the library one of their top priorities in their own charitable giving as well as to contribute time and talent toward securing other funding.
2. Maintain proper fiscal oversight. It is the responsibility of the board to monitor and ensure that fiscal resources are being used as effectively as possible. Specific activities include approving the annual financial statement and the annual budget.
3. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services. It is a responsibility of each member of the board to make a commitment to the community's freedom of inquiry and expression and be prepared to address the challenges that come before you.
4. Participate in the development and adoption of policies and rules regarding library governance and activity with a regular, systematic review schedule.
5. Regularly plan and evaluate the library's service program. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.
6. Assist in the hiring, supervising, and evaluation of the Library Director. Understand and respect the role of the Library Director and support the Library Director's administrative decisions.
7. Willingness to hold a leadership position. Leadership position is defined as serving as an officer, a committee chair, chair of fundraising event, or as a member of the executive committee.
8. Help determine and advocate for reasonable staff salaries and benefits.
9. Maintain a facility that meets the library's and community's needs
10. Assist in the formulation and adoption of a long-range plan for the library, with periodic reviews and revisions.
11. Prepare for and attend regular board meetings. It is the responsibility of each member to inform the President or Library Director prior to any absences.
12. Promote the library. Board members are good ambassadors. Through their own behavior, governance oversight and activities on behalf of the board, they enhance and protect the reputation of the organization.

*Endorsed by the Blue Hill Public Library Board of Directors 4-22-08, revised May, 2013, February, 2017. Adapted from <http://www.cde.state.co.us/cdelib/LibDev/download/pdf/JobDescription.pdf> and <http://www.nysl.nysed.gov/libdev/pltrust/handbook/#Duties> for the Blue Hill Public Library*