



Baldwin Borough Public Library

Your destination for discovery,
enrichment and life-long learning.

Board of Trustee Description

The Baldwin Borough Public Library (BBPL) is a non-profit community library in the South Hills of Pittsburgh. BBPL's mission is to be the community's destination for discovery, enrichment and life-long learning. We fulfill this mission by creating and implementing innovative programs in technology, early literacy, health literacy and educational concepts; maintaining a collection of print and electronic materials which meets the interests and needs of community members; and offering an inviting and safe spaces where all are welcome and respected.

Position: Trustee, Library Board of Trustees

Description: The Library Board is an active non-profit Board that provides governance for the Baldwin Borough Public Library; establishes and monitors annual budget; hires and evaluates the director; develops a long range strategic plan; sets policy; actively fundraises; advocates for the organization; and ensures the library complies with Pennsylvania State Library standards.

Each Board member is expected to embrace the library's mission and core value system of inclusiveness, respect for others, and strong commitment to public service.

Essential Duties:

- Attend all board meetings and participate appropriately
 - Prepare for board meetings by reading minutes and other relevant materials
 - Serve on committees as assigned by board president
 - Lend expertise and leadership to the board
- Review library policies, procedures, and bylaws annually
- Secure adequate funding for library operations and maintain a clear picture of the library's financial situation
 - Assist in budget preparation
 - Represent the library to Borough Council & other funding agencies
 - Requests funding from outside sources when necessary
 - Regularly review financial reports
- Advocate for the library in the community and advocate for the community as a member of the library board.
- Stay informed of the services and resources offered by the library and promote them in the community.
- Participate in ongoing strategic planning.
- Employ a competent library director who is responsible for the daily operation of the library.
- Evaluate annually the performance of the library director, taking action if necessary.
- Adhere to the Pennsylvania Sunshine Law



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- Supports basic library tenets of Intellectual Freedom
 - Freedom to Read
 - Confidentiality of Patron Records
 - Library Bill of Rights
 - Public's Right to Information
- Abide by majority decisions reached by the Board and publicly supports these decisions
- Follow established chain of command for effecting change, working through the library director
- Regularly evaluate the board's actions using standard evaluation tools.
- Stay current in local, state and federal library trends, laws and issues, taking action when appropriate
- Attend professional meetings, workshops, conferences

Qualifications:

- Resident of Baldwin Borough
- Commitment to providing the best possible library service for all members of the community.
- An abiding interest in the library and the community.
- Knowledge of the political climate of the community.
- Readiness to devote time and effort to the duties of trusteeship including regular monthly Board and Board Committee meetings, library fundraising events, county-wide library meetings and local community meetings as needed.
- Ability to work with people and communicate effectively

All Trustees are required to obtain the following clearances:

- Pennsylvania Child Abuse History Clearance from the Department of Human Services
- Pennsylvania State Police report of criminal history

BBPL is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.