



Baldwin Borough Library Board of Trustees Application Packet

This document outlines the application process to become a Trustee on the Baldwin Library Board of Trustees. It provides an overview of the duties and responsibilities of the Library Board of Trustees, a Trustee job description and all essential application materials.

The Borough Council and the Library want to ensure the existence of a highly qualified, motivated, and engaged Library Board. The successful candidates will not only meet the individual standards and requirements set forth in this document, but will also complement the skill sets of existing Board members.

Application Process:

A public announcement is made when there is a Board vacancy. The vacancy will continue to be advertised until the position has been filled by a qualified candidate; however applications may be submitted at any time, whether or not there is a vacancy, and will be kept on file for one year. It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Steps in becoming a candidate:

1. Review and accept the Library Board Trustee duties, responsibilities and Job Description outlined in this document.
2. Complete and submit the attached application **and resume** via mail to:

Borough Manager
RE: Library Board Candidate Application
3344 Churchview Avenue
Pittsburgh, PA 15227

and

Baldwin Library
Attn: President, Baldwin Board of Trustees
RE: Library Board Candidate Application
41 Macek Drive
Pittsburgh, PA 15227

When filling a vacancy, the Borough Council will review the applications with input from the current members of the Library Board. The Council will vote to appoint the candidate during a regularly scheduled Council meeting. Candidates will be then notified of the voting results by Borough Council.



Baldwin Library Board Duties & Responsibilities

The Library Board is an active non-profit Board that provides governance for the Baldwin Borough 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 responsible for supporting the Library's vision and mission and communicating it to the community.

POSITION TITLE:	Trustee
DEPARTMENT:	Baldwin Borough Public Library
ACCOUNTABLE TO:	Taxpayers, elected officials, patrons served by Baldwin Library

PURPOSE:

Establish policies and long-term goals for the library; secure adequate funding; formulate and adopt a budget; hire and evaluate the Library Director; promote and advocate for the library in the community.

Working Relationships:

Internal:	Board of Trustees, library director, library staff, and volunteers
External:	Elected officials, library patrons, and community organizations

QUALIFICATIONS:

- Commitment to providing the best possible library service for 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, lead meetings, and communicate effectively

ROLES & RESPONSIBILITIES:

- 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.
- Stays informed of the services and resources offered by the library and promotes them in the community
- Participate in ongoing strategic planning
- Employs a competent library director who is responsible for the daily operation of the library
- Evaluates annually the performance of the library director, taking action if necessary
- Adheres to the Pennsylvania Sunshine Law
- Supports basic library tenets of Intellectual Freedom
 - Freedom to Read
 - Confidentiality of Patron Records
 - Library Bill of Rights
 - Public's Right to Information
- Is aware of local, state and federal library laws and issues, taking action when appropriate
 - Reading the literature
 - Attending professional meetings, workshops, conferences
 - Visiting other libraries
 - Talking to trustees from other libraries
- Abides by majority decisions reached by the Board and publicly supports these decisions
- Follows established chain of command for effecting change, working through the library director
- Regularly evaluates the board's actions using standard evaluation tools



APPLICATION

Name _____

Residence Address _____

Business Name _____

Business Address _____

Occupation/Profession _____

Business Phone _____ Home Phone _____ Email _____

(attach an additional sheet if necessary)

Please describe any qualifications [work experience, education, attributes, skills/training] that you feel would provide positive input to the work of the library board.

Please describe any former or current public service activities and accomplishments in the community [school groups, service clubs, other boards or commissions].

Please explain why you are interested in becoming a library trustee.



Please discuss briefly the goals and directions that should be important to this Board.

Please indicate those areas in which your knowledge would be of benefit to the library board:

Finance Personnel Long Range Planning
 Legal Technology Building Programs
 Public Relations Management Governmental Relations
 Education Other: _____

What do you see as the library's role in the future?

By submitting this application, I affirm that the facts set forth in it are true and complete. I attest that I am a resident of Baldwin Borough.

Signature _____ *Date* _____

Printed Name _____

Thank you for completing this application form and for your interest in becoming a Trustee.

41 Macek Drive • Pittsburgh, PA 15227
412-885-2255 • Fax 412-885-5255 • baldwinborolibrary.org