

Pawlet Public Library

Job Title

Pawlet Public Library Board Member

Location

Pawlet Public Library, 141 School Street, Pawlet

Length of Appointment

The library is municipal and board members are elected by Pawlet voters at March Town Meeting for a three-year term. The Board is comprised of five elected members with staggered three-year terms.

Time Commitment

Can be considerable at times. Prepare for and attend all monthly meetings of the Board. Devote time to assigned Board duties between meetings. Attend library public programs.

Job Description/Special Requirements

- Policy: Identify, adopt and review written policies to govern the operation of the library.
- Planning: Ensure that the library has a strategic plan with implementation and evaluation components.
- Fiscal: Seek adequate funds to carry out library operations through fundraisers and the Annual Fund. Assist in the preparation and presentation of the annual budget.
- Administrative: Recruit and employ a qualified library director to administer daily operation of the library. Maintain an ongoing performance appraisal process for the director.
- Advocacy: Promote the mission of the library within the community. Advocate for the library to legislators and Pawlet Select Board.
- Library Networking: Join library board member email list servs. Look at Vermont Library Association and United for Libraries as resources for policies, operations and advocacy for libraries.

Benefits

Board members learn new skills and hone ones they have. They work with like-minded people, helping to shape a service that can touch the lives of many of their neighbors and generations to come. Understanding of the library and community will grow. Board members make an important contribution to the community.

Support Provided

New board members are offered training through the Vermont Department of Libraries and through the Vermont Library Association Annual Conference. Each board member receives "A Manual for Vermont Library Trustees," published by the Vermont Department of Libraries. Current board members and library director help orient new board members to library policies and operation.