

Library Trustee Job Description

5-Year Term, beginning September 1, 2025

The John C. Hart Memorial Library seeks a Library Trustee. Trustees are volunteer members of the governing board of the Library. Trustees are responsible for the overall governance, policy setting, and financial oversight of the library, ensuring that it meets the needs of the community and complies with all applicable laws and regulations.

Key Responsibilities

- Attend and actively participate in regular and special board meetings, with a minimum of 10 meetings per year, typically held monthly on the third Wednesday.
- Set and review library policies, including those related to personnel, finance, and library services.
- Oversee and approve the library's annual budget, monitor expenditures, and ensure fiscal responsibility.
- Advocate for the library in the community and with local, state, and federal officials.
- Hire and evaluation of the library director; support the director in carrying out board policies.
- Participate in long-range planning and help set strategic goals in alignment with community needs.
- Ensure compliance with New York State laws and regulations governing public libraries.
- Promote the library's mission, programs, and services to the public.
- Engage in continuing education opportunities to stay informed about library issues and best practices.
- Serve on committees or task forces as assigned by the board president.

Qualifications

- Must be a resident of the library's chartered service area of the Town of Yorktown.
- Demonstrated interest in libraries, literacy, and community service.
- Ability to work collaboratively and communicate effectively.
- Willingness to devote the necessary time and effort to board business.
- Commitment to ethical standards and confidentiality.
- Preferred: previous non-profit or other Board experience

Trustees serve a five-year term, with eligibility for reappointment or re-election as outlined in the library's bylaws. Time commitment is approximately 2–6 hours per month, including meetings, committee work, and community events.

Interested candidates should submit a letter of interest and resume to:

Catherine Richey, Board President

John C. Hart Memorial Library

1130 E. Main Street, Shrub Oak, NY 10588

crichey@yorktownlibrary.org

For comprehensive guidance on the roles, responsibilities, and best practices for library trustees in New York State, refer to the [Handbook for Library Trustees of New York State](#) . See the [Library's website](#) for more information