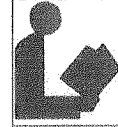




# BALDWIN BOROUGH PUBLIC LIBRARY



## BOARD MEMBER APPLICATION PROCESS

The Borough Council and the Library Board want to ensure the existence of a highly qualified, motivated, and engaged Library Board. The best candidates will not only meet individual standards, but will compliment the skill sets of existing members.

This document provides an overview of the duties and job description of the Board.

**NOTE:** The Library Board is an active Board that is responsible for budgets, evaluations, facilities, fundraising, and adherence to Pennsylvania State requirements. Hard work, but also a worthy and fulfilling community service.

### *Steps in becoming a candidate:*

- 1) Read the duties and responsibilities listed in this document
- 2) Complete the attached application
- 3) Submit completed application and resume to:

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

**and**

Baldwin Library  
Attn: President Library Board  
41 Macek Drive  
Pittsburgh, PA 15227

4) When a Board vacancy becomes available, a public announcement will be made. Borough Council will review the applications with input from the Library Board and vote during a regularly scheduled Council meeting. Candidates will be notified of the voting results.

Applications may be submitted at anytime and will be kept on file for one year.

# Baldwin Borough Public Library

## Library Trustee Job Description

**POSITION TITLE:** Library Trustee  
**ACCOUNTABLE TO:** Taxpayers, elected officials, and patrons served by the library

**Purpose of Position:** 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.

### Roles and Responsibilities:

- Attend all board meetings and participate appropriately
  - Prepare for board meetings by reading minutes and other 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
  - Assists in budget preparation
  - Represents the library to Borough Council & other funding agencies
  - Requests funding from outside sources when necessary
  - Regularly reviews financial reports
- Is informed of the services 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
  - Intellectual Freedom
  - Freedom to Read
  - Confidentiality of Patron Records
  - Library Bill of Rights
  - Public's Right to Information

Baldwin Borough Public Library

### **Library Trustee Job Description (continued)**

- 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

### **Qualifications**

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- 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 monthly and committee meetings
- Ability to work with people, lead meetings, and communicate effectively

### **2010 Board Member Contact Information**

LaVerne Oberle, President	412 884 6743
Lenny Chan, Vice President	412 260 2200
Juliana Shayne, Secretary	412 884 0978
James Hamel, Treasurer	412 882 7930
Cindy Depretis	412 882 7327
Irene Reid	412 882 9059



# BALDWIN BOROUGH PUBLIC LIBRARY



## APPLICATION – LIBRARY BOARD OF TRUSTEES

### Contact Information

Name	
Street Address	
City ST ZIP Code	
Home/Cell Phone	
Work Phone	
E-Mail Address	

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. A resume may be substituted for below.

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### Previous Volunteer Experience

Summarize your previous volunteer experience.

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# BALDWIN BOROUGH PUBLIC LIBRARY



## APPLICATION – LIBRARY BOARD OF TRUSTEES - continued

### Person to Notify in Case of Emergency

Name

Street Address

City ST ZIP Code

Home Phone

Work Phone

E-Mail Address

### Agreement and Signature

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.

Name (printed)

Signature

Date

### Our Policy

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.

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