



Library Trustee

Williamson Public Library, Williamson, New York

Reports to: Board of Trustees

Term: Term is 5 years unless filling the remainder of a term due to resignation or unexpected vacancy.

Job Description

Position Summary:

A Library Trustee is an appointed member of the Board of Trustees of the Williamson Public Library, responsible for ensuring the library fulfills its mission, operates in compliance with all applicable laws, and remains financially and operationally sustainable. Trustees collectively guide the strategic direction, oversee financial management, and support the Library Director, while advocating for the library within the community. Trustees are expected to uphold, understand, and act in accordance with the library's bylaws, policies, and governing documents, and to actively engage in board governance.

Key Responsibilities:

I. Fiduciary and Financial Oversight

- Exercise fiduciary responsibility for public and private funds, ensuring resources are used efficiently to achieve library goals.
- Approve and monitor budgets, expenditures, claims audits, and financial reports.
- Establish internal financial controls and oversee audits or reviews.
- Ensure library funds and investments comply with state law, including General Municipal Law §11 and Estates, Powers, and Trusts Law where applicable.
- Approve reserve fund allocations and oversee overall financial health of the organization.
- Safeguard library property and assets; authorize acquisitions, sales, leases, or mortgages in accordance with Education Law §226(6).

II. Governance and Policy

- Define and promote the library's mission, long-range plans, and community-focused service programs.
- Uphold, understand, and follow the library's bylaws and board-approved policies; regularly review these documents to ensure informed decision-making.
- Adopt, review, and update library policies, including Conflict of Interest, personnel, procurement, and collection development policies.
- Ensure compliance with Open Meetings Law (OML) and maintain accurate meeting records.
- Review board packets and other materials prior to meetings to engage in informed discussion and decision-making.
- Actively participate in board meetings and committee work, contributing constructively to discussions and decisions.

III. Personnel and Director Oversight

- Hire, evaluate, and support a qualified Library Director; approve the Director's salary and personnel actions (Education Law §226(7)).
- Ensure staff policies are in place but avoid interfering with daily management responsibilities.
- Appoint officers (President, Vice-President, Secretary) and, where applicable, a Treasurer or Library District Clerk.

IV. Legal Compliance and Trustee Conduct

- Take and file the Oath of Office (public library trustees) within 30 days of the start of the term.
- Complete annual minimum trustee education of two hours (Education Law §260-D)
- Complete annual sexual harassment prevention training (NY Labor Law).
- Abide by all applicable laws, the library's code of ethics, and conflict of interest policies.
- Attend all board meetings and support board decisions.
- Avoid conflicts of interest and act in the best interests of the library at all times.

V. Operational Oversight and Community Engagement

- Ensure library facilities are safe, accessible, and meet community needs.
- Promote the library's programs and services, and advocate with elected officials at all levels.
- Participate in planning for emergencies, risk management, and long-term sustainability.
- Foster partnerships with local, cultural, and educational organizations.

Qualifications:

- Resident of the Town of Williamson and 18+ years of age.
- Commitment to the library's mission and to the community it serves.
- Ability to work collaboratively with other trustees, the Director, staff, and community stakeholders.
- Understanding of fiduciary responsibilities, governance, and financial oversight (training provided if needed).
- Willingness to dedicate time to board meetings, review materials, participate actively, and complete trustee education.
- Integrity, ethical conduct, and the ability to manage potential conflicts of interest.
- Ability and comfort in advocating for library funding and library services via tax levy support, grants, gifts and bequests.

Time Commitment:

- Regular attendance at monthly board meetings.
- Review of board packets and related materials prior to meetings.
- Ongoing professional development and trustee training.
- Involvement in strategic planning, budgeting, and community outreach activities as needed.

Compensation:

- Trustees are appointed in accordance with applicable laws and the library's bylaws and do not receive financial compensation.

Application/Appointment Process:

Interested candidates should submit an application. When there is Board vacancy the Board will review applications and make a nomination for appointment by the Town of Williamson to fill the vacancy.