



Murrysville Community Library Library Board Director Position Description

Our Mission: To inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy, and enjoyment.

Our Vision: The Murrysville Community Library is central to a connected and engaged community enjoying endless possibilities for lifelong learning, individual achievement, and enjoyment.

For more information please visit murrysvillelibrary.org and [Murrysville Library Board](#).

The position of Library Board Director is an extraordinary opportunity for an individual who has a passion and commitment to our community of residents, and to the mission of the Murrysville Community Library.

Ideal candidates will have the following qualifications:

- Commitment to and understanding of Murrysville Community Library's role in the community, preferably based on experience
- Personal qualities of integrity and credibility
- Willingness and ability to give time to actively participate in board meetings and related activities
- Willingness to participate in the Library's fundraising and advocacy campaigns
- Ability to represent varied needs and interests of the community and of the Library
- Ability to work with people, compromise, discuss issues calmly, and communicate effectively

Service on Murrysville Community Library Board is without remuneration. Following is the Position Description for Director of the Murrysville Community Library:

TITLE: Board Director, Murrysville Community Library

ACCOUNTABLE TO: The taxpayers, elected officials as applicable, patrons served by the Library, including residents of Murrysville, Export, and Washington Township, and the PA Office of Commonwealth Libraries.

PURPOSE: To serve as a voting Director responsible for the governance of the Murrysville Community Library in order to establish policies and plans to ensure the Library's relevancy in the community, the availability of sufficient resources and leadership, fiscal viability, and to appoint a Library Director to direct the Library's operations in accord with Board policies and Rules of Governance.

APPOINTMENT AND TERMS OF OFFICE: A Director is appointed by the Murrysville Council and serves for a term of three years in accordance with the Bylaws. A Director can be eligible for re-appointment in accordance with the Bylaws.

MEETINGS AND PARTICIPATION: Board meetings are held monthly and committee meetings are held as needed. Per the Bylaws, Board meetings are typically held at 7PM on the third Thursday of each month.

07/15/2021

Each Director is expected to normally attend all Board meetings (either in person or remotely) and actively participate by:

- Reading agenda, minutes, financial reports and other background materials in advance of meeting.
- Serving on committees as assigned by the Board.
- Imparting expertise, experience or resources to advise and aid the library director in his or her efforts to fulfill the Library's mission.
- Abiding by majority decisions reached by the Board and publicly supporting these decisions.

FUNDRAISING: The Murrysville Community Library Foundation (MCLF), a separate 501 (c)3 entity, serves as the primary fundraising arm for the library's benefit. Directors are encouraged to financially support, within their means, the MCLF so that potential donors are aware of the Boards' commitment to the library.

MAJOR RESPONSIBILITIES:

- A. Educate oneself about the work of the Murrysville Community Library. Directors should keep up with current library trends and practices, and become aware of local, state and federal library laws and issues.
- B. Establish and update clear bylaws which outline operating procedures.
- C. Develop and work to a strategic plan that guides and articulates the goals and objectives to be achieved based on the Library's mission and vision.
- D. Maintain a clear picture of the Library's financial situation, including assisting in budget preparation, and regularly reviewing financial reports. Directors, generally the President and Treasurer, will also have responsibility for approving expenditures and signing checks on behalf of the Library.
- E. Establish policies that comply with all laws and form a framework of acceptable expected practices, behaviors, and procedures.
- F. Ensure qualified leadership by:
 - hiring a Library Director as needed who manages the day-to-day operations
 - evaluating the Director annually
 - supporting the Director and respecting her/his opinion and expertise
- G. Ensure the Board's effectiveness by:
 - annually evaluating the Board's performance
 - signing all required Conflict of Interest and Code of Ethics statements
 - recruiting new Directors that support the mission and vision of the Library
- H. Advocate for the Library by working with local elected officials and developing public awareness and support for the Library through methods such as personal interactions, presentations, and written materials.
- I. Support basic library tenets such as:
 - Intellectual Freedom
 - Freedom to Read
 - Confidentiality of Patron Records
 - Library Bill of Rights