

FOR IMMEDIATE RELEASE

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## **CANDIDATES SOUGHT FOR WESTPORT LIBRARY BOARD OF TRUSTEES**

The Westport Library has undergone an exciting transformation. Dramatic in its redesign, the new space offers the ability to adapt and shift with the ever-changing needs of the community.

The Library Board and Westport's Representative Town Meeting are seeking candidates to fill vacancies on the Library Board of Trustees. The Library is particularly interested in meeting with candidates with experience in finance; fundraising and development for nonprofits; knowledge, expertise, and understanding of current trends in digital media and information technology; a background in municipal government and/or nonprofit law.

### **Position Summary:**

The position of Trustee is for a civic-minded individual motivated by the opportunity to make a valuable contribution and with the willingness to use his/her skills to guide the Library and ensure it remains a valuable resource to the community. It includes working closely with the Library's Executive Director and dedicating time to learn about Library funding, policies, and planning. Board members participate in establishing and supporting policies, developing long-range plans, monitoring the Library's budget, and fund-raising. The Board of Trustees is accountable to the public for ensuring that the Library is operated in an efficient and a productive manner. The Library is managed by the Executive Director, who is hired by the Board. The Executive Director enacts the policies of the Board to assure that the needs and expectations of the taxpayers, donors, patrons, and employees are being met in the best way possible. Board members are also advocates for the Library, enthusiastically educating friends and associates about the Library's many offerings.

**Responsibilities:**

- Hire and evaluate the Executive Director
- Work with the Executive Director to establish policy and to support those policies
- Work with the Executive Director to develop long range plans that meet community needs
- Work with the Executive Director and staff to develop and approve the Library's annual budget
- Review monthly financial reports to ensure accountability to budgetary goals
- Understand the Library's budget and financial requirements and advocate for funding necessary to meet the needs of the Library from a variety of sources
- Attend monthly Board meetings and committee meetings
- Serve on committees as assigned by the Board President
- Represent the Library at community events—be visible and accessible to those you represent
- Be informed about Library issues and about state laws that govern public libraries

**Skill Requirements:**

- Ability to participate and work cooperatively with others
- Skills in management, planning, marketing, finance, and law are welcome additions to the board
- Knowledge of public funding, fundraising, and service on other boards, particularly not-for-profit boards, is a plus
- Ability to positively serve the community

Trustee appointments will generally be for a four-year term beginning on July 1, 2020, unless a Trustee is being elected to serve out the unexpired term of a Trustee who has resigned. There are 20 members on the Library Board of Trustees, half of whom are appointed by the Representative Town Meeting and half of whom are appointed by the Library Board itself. More information about the role of the Library Board of Trustees is available on the Library's website at [westportlibrary.org](http://westportlibrary.org). There also is a link to the Library's Strategic Plan, which guides the Library in decision-making and budgeting.

**The  
Westport  
Library...**

Applicants must be residents of the Town of Westport.

Those interested in applying should email a resume and letter of interest to Robin Powell at [rpowell@westportlibrary.org](mailto:rpowell@westportlibrary.org), indicating how their past work and experience qualify them for consideration as a Trustee. Following receipt of this material, candidates will be invited to attend a meeting to receive more detailed information about the Library and the Trustee role. All submissions must be received by May 8, 2020.