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## Board of Trustees- Position Description

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**Mission:**

The Kutztown Community Library (KCL) informs, enriches, and empowers our community by providing access to information, technology, services, and programming.

**Vision:**

As the community hub, the Kutztown Community Library provides a diverse resource center in a welcoming environment.

**General Responsibilities:**

- Support the library's mission and vision.
- Serve a three-year term; trustees are appointed by the supporting municipalities and approved by KCP Board of Trustees.
- Attend Board of Trustees meetings; meetings are held on the second Thursday of each month at KCL.
- Attend Berks County Public Libraries (BCPL) Trustee Workshops and meetings as scheduled.
- Serve as a member of several library committees (Personnel, Fundraising, Property, Nominations, and other ad hoc committees) and/or as BCPL Board meeting representative, municipality or Friends of the KCL liaison.
- Participate in the development and enforcement of rules, regulations and policies governing the library.
- Make a personal financial contribution that is meaningful to the individual.

**Advocacy and Lobbying for the Library:**

- Attend meetings in respective municipalities.
- Participate in library fundraising campaigns.
- Advocate for programs in the library.
- Support the Library Director and staff in fulfilling their responsibilities effectively.
- Communicate with the Friends of KCL and assist in their activities.

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## Officer- Position Descriptions

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### President

- Consult with Library Director about agenda for Board meetings.
- Run monthly Board meetings, following Robert's Rules of Order.
- To ensure effective use of meeting time, Board Minutes and the Librarian's report should be submitted to the membership in advance of the meeting, and conversation limited to questions or items that require discussion/decision.
- Each January, assign Board members to each committee and liaison posts.
- Assign Board members to ad hoc committees/task forces as needed.
- Each December, approve a Board of Trustees meeting schedule for the following year.
- Convene a Policy Review Committee as needed to revise all Library policies on a five-year timetable.
- Serve as a member of the Personnel Committee and other committees as needed.
- Coordinate Board activities and ensure that goals are being met in a timely fashion.
- Serve as a signer on Library bank accounts.

### Vice President

- Fulfill the duties of the office of President in the event of the President's absence.
- Serve as a member of the Personnel Committee.

### Secretary

- Produce written minutes of each Board meeting as the official record of Board discussions, decisions, and actions. Minutes must be retained for a minimum period of 10 years.
- Prepare a template including the time, date and location of the meeting, and the names of those expected to be present and who cannot attend.
- Board meeting minutes should be concise, relevant and clear. Minutes are not a transcript of the meeting but a summary of the discussion.
- Listen to the discussion and its outcome to record in the minutes. If confused, ask the President to sum up the conclusion that has been reached.
- Write in bullet points rather than essay format. Keep to the facts and don't include opinions. Avoid acronyms, jargon, and obscure words or phrases.
- Every agenda item should include the outcome of the discussion and the action steps (who is responsible for what and the deadline). Incorporate a phrase such as "the Board agreed/noted/resolved", followed by the outcome.
- Immediately clarify any points or decisions that may be unclear. "Excuse me, just so I am clear for the minutes..."
- Send minutes (in Word format) to the Library Director and Board President within a week after of the meeting, and make any needed edits. The Library Director will forward the minutes to Board members approximately one week in advance of the next Board meeting for approval.
- If absent from a Board meeting, make arrangements for a substitute ahead of time if possible.

### Treasurer

#### General

- The Treasurer shall be the disbursing officer of the Board and shall perform such duties as are generally existent with that office, including writing and/or signing checks and transfer slips and making deposits.

- The Treasurer reports to the Board at the monthly meeting on the year-to-date Budget Analysis and the Summary Balance Sheet. Reports may be prepared by the Bookkeeper.
- The Treasurer works with the Library Director, Board members, and bookkeeper to prepare the annual budget and present for Board approval.
- The Treasurer works with the Bookkeeper to ensure documents are prepared for annual audit/review.
- The Bookkeeper is under the supervision of the Library Director and the Treasurer of the Board, and is responsible for recording and maintaining the daily financial activity of the library, tax records, the financial section of the State Report, and financial reports needed by the Board.
- The Treasurer oversees the Finance Committee.

**Monthly:**

- Signs checks and transfer slips prepared by the bookkeeper as needed Receive and review monthly reports prepared by the bookkeeper
- Report to library Board at the monthly meeting on the Year-to-date Budget Analysis and the Summary Balance Sheet

**Annually:**

- Work with Library Director, Board members, and bookkeeper to prepare annual budget
- Present annual budget for Board approval
- Work with bookkeeper to ensure documents are prepared for annual audit/review

**As needed:**

- Fill in for bookkeeper as needed to write checks and make deposits
- Answer inquiries from Library Director and Board members
- Prepare account signer information for the financial institution

**Notes:**

- The bookkeeper is under the supervision of the Library Director and the Treasurer of the Board and is responsible for recording and maintaining the daily financial activity of the library, tax records, financial section of the State Report, and financial reports needed by the Board.
- **Contingency Fund guidelines:** 6 months of operating expenses should be available. Approved May 12, 2016.

**Corresponding Secretary**

- Manage and keep a record of correspondence received, composed and sent, presenting the public voice of the organization.
- Check the office once a week for any correspondence that requires attention. Supplies are kept in the office. If more are needed, alert the Library Director.
- When necessary or appropriate, circulate a rough draft of correspondence among the Board for input.
- Letters of recognition for donations should be sent out in a timely fashion. Form letters for different types of donations are available on Shared Docs. As a non-profit, certain information is required for acknowledgement of donations, and that paragraph should not be altered.

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## Liaison- Position Descriptions

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### **Municipality Liaison:**

- Serve as a representative from the Board to the designated municipality, attending the municipality meetings as frequently as possible.
- Conduct a presentation promoting the library's mission and soliciting support from the municipality at least once per year, generally in September or October when the municipality budget planning occurs. Contact the municipality in advance to be placed on the agenda. The presentation should mention the \$1 for \$1 per capita county matching funds as well as the specific amount needed for that municipality to trigger the county matching funds.
- Report to the Board at the monthly meeting on municipality feedback or concerns regarding the library.
- The Municipality Liaisons should provide a written monthly report to keep the municipalities updated regarding events, activities, programs, and services at the library. The Liaisons should send the report electronically to the Library Director who will provide feedback, and then forward the report to the municipalities and the Board.

### **Friends of the KCL Liaison:**

- Serve as a representative from the Board to the Friends of the KCL, attending meetings as frequently as possible.
- Serve to coordinate communication and coordination of activities between the Friends and the Board.
- Regularly communicate to the KCL Board about Friends activities.
- Regularly communicate to the Friends about Board activities and fundraising.

### **BCPL Representative:**

- Attend Berks County Public Libraries (BCPL) meetings as scheduled
- Communicate to the KCL Board about BCPL Board meetings.

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## Committee Responsibilities

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### Personnel Committee:

- The Personnel Committee consists of the President, Vice-President, and at least one other Board member.
- Carry out the annual evaluation of the Library Director in December. Once completed, the President meets with the Library Director to discuss the results of the evaluation, and submits the signed Evaluation form to the Borough.
- If warranted, the Committee should periodically carry out evaluations of the Library Director's performance.
- Help the Library Director as requested in the hiring of other library personnel.

### Nominations Committee:

#### General Responsibilities:

- Submit a single slate of officers to the Board for approval.
- Recommend candidates to the Board to fill expired terms of any current members or replacements for members who resign before their term is expired. Individuals should be selected who would strengthen the Board and be willing to fulfill the library's mission.

#### Procedures:

- Develop a slate of officers
  - Contact current officers to see if they wish to continue in offices
  - Review the skills and commitment level of current Board trustees to determine who would be a match to each office
  - Contact potential Board members to fill offices
- Contact individuals of the respective municipality to fill expired terms
  - Brainstorm names with assistance from Library Director and Board members
  - Confirm that individual's residence is within a municipality that requires a replacement representative
  - Identify individuals who use the library frequently
  - Utilize the fundraising list

#### Timeline:

- January: Vote on slate of officers
- May and June: Confirm the expired terms of the Board members and interest of current members in holding an office on the Board. See Article V of the Bylaws for clarification.
- August and September: Seek candidates for open positions
- October/November: Submit a single slate of officers and nominations for Board members
- December: Board votes on nominations

### Fundraising Committee:

- Meet quarterly, or as needed to fulfill responsibilities.
- Generate the Annual Appeal letter for mailing out each fall. The appeal should be unique each year and incorporate the annual theme when possible. Have a draft of the letter completed in

time for discussion and approval at the August Board meeting. Coordinate the personalization of the appeal letter with the assistance of the rest of the Board.

- Generate fundraising ideas and organize them.
- Support and coordinate participation of Board members' fundraising efforts.

### **Property Committee:**

- Coordinate the general upkeep of the Library's building and grounds.
- The Library Director and the Committee should tour the property yearly to determine what projects need to be completed.
  - A list of projects should be created to be completed during that calendar year.
  - Items on the list should be reviewed to determine if Board members or volunteers can complete them or if professionals should be hired.
  - The Committee and Director should assign responsibility for each item.
  - The list should be reviewed periodically throughout the year.
- When new property concerns arise, the Library Director will determine if the property committee's assistance is needed and make the contact.
- New projects:
  - The Committee should research options and costs then present them to the Board.
  - The Committee may assist with purchasing supplies and hiring contractors.
  - The Committee will work in conjunction with the Director to oversee the completion of the project.

Approved: 10/10/2019

Revised: 8/12/2021