



Library Board Member Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that as a member of the Board of Trustees of the Lansdowne Public Library, I have a legal and ethical responsibility of ensure that the organization does the best work possible in pursuit of its vision, mission, and goals. I believe in the purpose and mission of the organization and I will act responsibly and prudently as its steward.

I understand that as part of my responsibilities as a board member I will:

1. Perform the duties of the Library Trustee (separate document)
2. Adhere to the Board’s Code of Ethics and Conflict of Interest statements
3. Attend Board meetings regularly and contribute from a personal, professional and life experience to the work of the board.
4. Prepare for all board meetings by reviewing documents that will be discussed and use meeting time productively.
5. Complete assigned tasks, attend meetings, workshops assigned by Board Chair in a routine and timely manner.
6. Actively assist the board in securing adequate funding and support for the library’s future.
7. Make a personal financial contribution annually at a level that is meaningful to me and participate in fund development activities.
8. Educate the community about the library’s work and values to the community, represent the library, and act as an advocate for the library.
9. Stay informed about what is going on in the library and the community and take responsibility for making decisions on issues, policies and board matters.
10. Recognize the role of the board as a governing body and not a management body and will work in good faith with the library director and never exercise authority as a board member except when acting in a meeting with the full board or as delegated by the board.

If I do not fulfill these commitments, I expect the Board President or his/her delegate to review my roles and responsibilities as a Board member and reconfirm my commitment to them. I understand that failure to fulfill these obligations will result in my being asked to withdraw from the Board.

In turn the Library/Board Chair will:

1. Provide me with minutes, library director’s reports, monthly financial statements and other information in timely manner, so that I can perform my board responsibilities and can meet the “prudent person” standards of the law.
2. Work in good faith with me toward the achievement of library and board goals.
3. Offer me opportunities for professional development as a board member.
4. Keep the lines of communication open so that I may stay informed.

The Board Vice Chair (or their delegate), has provided me with an introduction to my role on the library board, and the basic information I need to successfully perform my duties as a library trustee. I have been provided with Mission & vision statements, strategic plan & budget, bylaws & policies, Trustee job description, most recent library annual report and audit, recent board meeting minutes, board meeting schedule & important dates as well as access to “Getting On Board Manual State Library of Pennsylvania.”

I understand my rights and responsibilities under the library’s bylaws and the law of the Commonwealth of Pennsylvania State Library of Pennsylvania.”

Board Member Date

Board President Date

Adopted by the Library Board of Trustees on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_