

**Hastings Public Library
Library Board of Directors
Job Description**

Vision

We envision a literate society where people use information and knowledge to enrich their lives.

Mission

Hastings Public Library is a gathering place connecting people with resources and opportunities to explore imagine and grow.

Position

The Library Board of Directors (Board) will support the work of the Hastings Public Library (HPL) and provide mission-based leadership and strategic governance. The Board will be responsible for all library policy and for approving an annual budget. While the day-to-day operations are led by the Library Administrator, the Board-Administrator relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the library administrator as s/he develops and implements Hastings Public Library's strategic plan
- Reviewing outcomes and metrics created by HPL for evaluating its impact and regularly measuring its performance and effectiveness using those metrics, reviewing agenda and supporting materials prior to board and committee meetings
- Approving HPL's annual budget and material budget decisions, being informed of and meeting all legal and fiduciary responsibilities
- Developing and periodically reviewing HPL policy to establish the structure of the organization
- Contributing to the annual performance evaluation of the library administrator
- Assisting library administrator, board chair and township or city officials in identifying and recruiting other Board Members
- Partnering with library administrator and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing HPL to stakeholders, acting as an ambassador for the organization
- Ensuring HPL's commitment to a diverse board and staff that reflects the communities HPL serves

Fundraising

- Hastings Public Library Board Members will recognize the vital role that volunteers and private donations play in HPL's ability to pursue its mission. Board members will strive to lead by example as they seek to engage the community in making HPL a philanthropic priority.
- Assist in soliciting contributions from foundations, organizations and individuals

Approved by the Library Board August 15, 2011

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Board terms and participation

- Follow HPL bylaws concerning appointments to library board of directors and participate in rotation of officer and committee roles

Qualifications

- Residence in City of Hastings, Hastings Charter Township, or Rutland Charter Township
- A commitment to understanding HPL's patrons, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for library service