



## Randall Library Trustees

**Appointment Authority: Elected, Three-year term**

**Number of open positions for 2022 election: 3**

**Time commitment:** We typically meet once per month in the evening in-person and on Zoom. Trustees are welcome to attend either way. We occasionally hold special meetings to accommodate decisions with time sensitive deadlines. Following the election, we will re-evaluate our current meeting time to discuss the groups' needs and find a time that best suits everyone. We understand that everyone's availability is very different and in order to truly encourage creating a diverse body of people it is important to be flexible to varying needs.

**Qualifications:** You must be a Stow resident and registered voter.

The library trustees believe there is great value in diversity, equity, and inclusion. We hope for our group to be one, which reflects the community of Stow. We welcome all eligible Stow residents to run for these open elected positions and hope that people from a wide-variety of backgrounds and experiences will consider running. By creating a diverse body we believe we can best serve the community.

The library trustees should share an interest in supporting the value of a library to the town. The trustee position is meant to support the Director and work to maintain and improve the quality of library services.

Experience with fundraising, marketing and financial planning are of benefit, but are not required.

To learn more about the Trustees, please feel free to email Vice-Chair Maura Sieller [maurasiellerlibrary@gmail.com](mailto:maurasiellerlibrary@gmail.com)

### **Description of Duties**

- Establish written policies governing library activities and services.
- Engage in on-going planning to assess the needs and role of the library in the community.
- Ensure that the library meets the community's needs.
- Work on preparation of the annual library budget and its adoption by the Town.
- Annually evaluate the Library Director's job performance.
- Act as library advocates in the community.
- Study and support legislation, which will benefit the library and the larger community.

- Support Director in physical plan and maintenance issues.
- Engage in fundraising in coordination with the Friends of the Randall Library for the library's needs.
- Provide feedback and insight into the daily and long-term goals of the library.
- Coordinate with local organizations to mutually support each other's work and efforts.