



ESSEX LIBRARY ASSOCIATION

The Essex Library Association is your center for free, reliable information. We stimulate curiosity, nurture creativity, and enable discovery. We are a window into the world.

Essex Library Association is an association Library that is governed by a Board of Trustees. It is not a municipal library or a town department, but a nonprofit organization that receives a percentage of its funding from the town of Essex, Connecticut. It also relies on the generosity of donors, as well as community partnerships. According to our Mission Statement, “The Essex Library is your center for free, reliable information. We stimulate curiosity, nurture creativity and enable discovery. We are a window into the world.”

The Library Board of Trustees continually welcomes potential candidates for future terms who have skills and attributes necessary for continued growth and development of the Library. The Library is interested in hearing from candidates with experience in finance; fundraising and development for non-profits; knowledge and expertise in current trends in media and information technology; individuals with experience in marketing, business and economic development, facilities management and law and human resources; individuals with a sincere interest in Library programs and governance. We are committed to equity, diversity and inclusion within our Board and all voices are welcome.

Position Summary:

The volunteer position of Trustee is for civic-minded individuals 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. Working closely with the Library’s Executive Director, a Trustee is interested in understanding Library funding, policies and planning. Board members participate in establishing and supporting policies, developing long-range plans and accepting fiduciary responsibility to monitor the Library’s budget and fundraising.

The Board of Trustees is accountable to the public for ensuring that the Library operates in an efficient and productive manner, as well as being a strong advocate for the Library’s mission statement. 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 met. Board members also serve as ambassadors for the Library, enthusiastically educating friends and associates about the Library’s many offerings.

Responsibilities and Skill Requirements:

- Work with the Executive Director to establish and support policies.
- Work with the Executive Director and staff to develop and approve the annual budget.

- Work with the Executive Director to develop long-range plans that meet community needs.
- Understand the Library's budget and financial requirements and advocate for funding from a variety of sources necessary to meet the needs of the Library.
- Attend scheduled Board and Committee meetings in person or virtually when necessary.
- Serve on one or more Committees as assigned by the Board President.
- Be a supportive and active participant in fundraising activities and be willing to approach colleagues and friends to participate.
- Willingness to make a minimum financial contribution to the Annual Fund of \$35, which qualifies an individual for membership in the Association. Participation by the entire Board in the annual giving campaign also aids efforts in acquiring necessary grants.
- Advocate for the Library regularly and in diverse settings throughout the community.
- Encourage innovation, creativity and support new ideas.
- Be informed about Library issues and state laws that govern public libraries.

Trustee appointments will generally be for a three-year term. If a Trustee is elected to serve out the unexpired term of a Trustee who has resigned, the time served by the new Trustee will not count toward the term limits. A Trustee may then be elected to serve an additional three-year term. There will not be fewer than 12 or more than 15 members on the Board of Trustees.

We're excited to welcome new candidates; for more information, please contact the Nominating Committee.