



## BOARD OF TRUSTEES JOB DESCRIPTION

All Trustees are expected to adhere to the Trustee Duties and Responsibilities as outlined in the Handbook for Library Trustees of New York State.

In addition, each Trustee is expected to:

1. Support the mission, values and purpose of the Utica Public Library (The Library).
2. Support The Library's Code of Ethics and Conduct.
3. Attend all Board meetings and actively participate in discussions and decision making.
4. Serve and actively participate on at least one Board committee.
5. Read all minutes of prior meetings and all reports provided, including financial statements and reports by employees. Do not hesitate to suggest corrections, clarifications or additions to the minutes or other formal documents. If you vote against a proposal make sure your vote is accurately recorded.
6. Support the decisions and policies of the Board even if the Trustee voiced other views during the Board discussion.
7. Participate in fund raising activities by contributing, identifying prospective contributors, selling tickets, attending events and/or whatever else is appropriate.
8. Participate in strategic planning activities.
9. Participate in Board training activities.
10. Attend functions of The Library.
11. Participate in the self-evaluation of the Board and its individual members.
12. Review and sign The Library's Conflict of Interest Statement, Policy and Certification. Report any conflict of interest concerns to the Board and/or the Executive Director. Also review and approve The Library's policies.
13. Attend at least two hours of New York State approved trustee training on an annual basis.
14. Consider and cultivate potential Board members on an ongoing basis and refer candidates to the Executive Director and Governance Committee Chair.

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Print Name

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Signature

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Date

**Revised on 5/7/2019 by the Governance Committee**  
**Revised on 7/9/2019 by the Governance Committee**  
**Revised on 5/3/2022 by the Governance Committee**