

E.C. Scranton Memorial Library is an association library that is governed by a Board of Trustees. It is not a town department, but a nonprofit organization that relies on the generosity of donors, as well as local government and community partnerships. Its mission is to improve the quality of life for all Madison residents by providing access to information, fostering lifelong educational and cultural learning, and cultivating relationships among our residents through the exchange of ideas. Located in the heart of downtown Madison, the Scranton Library is a community center for life-long learning and exploration.

The Library Board of Trustees is seeking candidates for upcoming Board positions who have skills and attributes that are necessary for continued growth and development of the library. The Library is interested in meeting with candidates with experience in finance; fundraising and development for non-profits; knowledge, expertise, and understanding of current trends in media and information technology; and entrepreneurs with experience with business and economic development and innovation.

Position Summary:

The volunteer position of Trustee is for a civic-minded individual 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 to the community. It includes working closely with the Library's Executive Director and dedicating time to learn about Library funding, policies, and planning. Board members participate in establishing and supporting policies, developing long-range plans, monitoring 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 a productive manner. 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 in the best way possible. Board members are also advocates for the Library, enthusiastically educating friends and associates about the Library's many offerings.

Responsibilities:

- Work with the Executive Director to establish and support policies.
- Work with the Executive Director to develop long-range plans that meet community needs.
- Work with the Executive Director and staff to develop and approve the Library's annual budget.
- Understand the Library's budget and financial requirements and advocate for funding necessary to meet the needs of the Library from a variety of sources.
- Attend monthly Board meetings and Committee meetings.
- Serve on one or more committees as assigned by the Board President.
- Advocate for the Library regularly and in diverse settings throughout the community.
- Encourage innovation, creativity, and support change while embracing new ways of doing things, even if unproven by the Library.
- Be informed about Library issues and about state laws that govern public libraries.

Skill Requirements:

- Ability to participate in monthly Board and committee meetings and work cooperatively with other board members, town officials, staff, and patrons.

- Skills in fundraising, strategy, management, planning, marketing, finance, and law are welcome additions to the Board.
- Knowledge of public funding, experience fundraising, and service on other boards, particularly not-for-profit boards.
- Ability to serve the community positively.

Trustee appointments will generally be for a three-year term beginning on July 1, 2023, unless a Trustee is being elected to serve out the unexpired term of a Trustee who has resigned. There are no fewer than 15 and no greater than 20 members on the Library Board of Trustees. More information about the role of the Library Board of Trustees is available on the Library's website at <https://www.scrantonlibrary.org>.

Applicants must be taxpayers of the Town of Madison.

Please contact Christine Beirne at christinebeirne@yahoo.com with any questions. Those interested in applying should email a resume to Christine Beirne by February 20, 2023.