

Lincoln Public Library

INFORMATION FOR CANDIDATES FOR BOARD OF TRUSTEES

A candidate for trustee should have an interest in library service, an appreciation of the role of a library in the community, be acquainted with the interests of individuals and groups in the community, be able to work productively with others and to make a commitment of time, thought, and talent to the library.

The Board of Trustees is the governing body of the Lincoln Public Library. It is responsible for the library holdings, services, building and grounds, and staff. The board establishes policies that determine library service, obtain funds, oversee the expenditures of the budget, and hire a director to administer library operations. The Board is accountable to the community at its own meetings and at the annual Town Meeting. All board meetings and sub-committee meetings are public meetings and must adhere to MA Open Meeting Laws.

Each year the Board meets 11 to 14 times, monthly for routine business and as necessary to prepare for Town Meeting, to coordinate policies with other town boards, to maintain building and grounds, to determine capital needs, to review and approve annual budgets, to evaluate the director, to appoint a new trustee, and so forth, with additional special meetings if needed. All trustees are expected to be conversant with all matters of library operation because action can be taken only as a board, not as individuals.

Each trustee may be asked to follow especially closely a particular area of responsibility (e.g., budget, buildings and grounds, personnel policy). The Building & Grounds Sub-Committee may hold an additional 4-6 meetings during the year. The Trustee representative to the Friends of the Lincoln Library attends their monthly meetings. The Budget and Personnel Sub-Committees meet only on an as-needed basis.

There are six members of the Board of Trustees. Three serve rotating three-year terms: one, elected by town-wide ballot, one appointed by the Select Board, and one appointed by the School Committee. Three trustees appoint their own successors, in collaboration with the other three trustees, who are expected to serve six-year terms.

Minutes of Board meetings, the Librarian's monthly reports and the library's written policies are available online to those interested.

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