



Gleason Public Library

Roles of the Board of Library Trustees, Library Director, Gleason Endowment Trustees, and Friends of Gleason Public Library

This document summarizes the independent roles of the Board of Library Trustees, Library Director, Gleason Endowment Trustees, and Friends of Gleason Public Library. Additional details may be found in the Town of Carlisle Bylaws, Director's job description, Endowment trust documents, and Friends of the Gleason Public Library Bylaws.

The Board of Library Trustees, an elected 3-member board

1. act as legal representative of the Gleason Public Library and as official civic advocate of its service program;
2. develop Library administrative and program policy;
3. make an annual report to the Town regarding receipt and expenditure of property;
4. ensure that the Library has a strategic plan including goals and objectives for service;
5. manage and authorize expenditures from town-held trust and gift funds;
6. select, hire, and evaluate the Library Director;
7. determine, with the Director, service priorities for preparation of annual budgets, recruitment to the staff, program development, and facilities management;
8. through the Director, monitor the maintenance of the Library's buildings and grounds and regularly review facilities to see that they meet present and future Library and community needs;
9. promote the mission of the Library within the community and advocate for the library to legislators;
10. have the final say in accepting or declining any gift made to the Library;
11. appoint a liaison to the Friends of the Library Board.

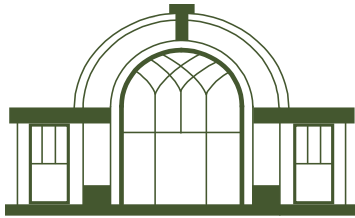
The Library Director

1. administers daily operation of the Library including personnel, collection development, physical plant, and public services;
2. implements the policies of the Library as determined by the Board of Trustees, and recommends new policies and policy revisions to the Board;
3. formulates, implements, and oversees all budgetary matters;
4. coordinates and implements a strategic plan with Board of Trustees, Friends, staff, and community;
5. promotes the mission of the Library within the community; educates the Board, Friends, and community regarding local, state, and federal issues that impact the library;
6. participates in Board of Library Trustees and Friends meetings; ensures that there is a liaison from the Board to the Friends and vice versa.

The Board of the Friends of Gleason Public Library, a volunteer-run 501(c)(3) nonprofit

1. attract and maintain membership in an association of persons interested in supporting the Library;
2. support quality library service in the community through fundraising, volunteerism, and serving as advocates for the Library;
3. fundraise and expend funds to enhance the Library's programs and services, not to be used in lieu of Town appropriations;
4. promote and advocate for the Library and its services;
5. provide input into the Library's strategic plan and support its implementation;
6. provide feedback from the community to the Library Director;
7. maintain a liaison to the Board of Library Trustees;





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8. include the Library Director or designee at its board meetings (with no voting privileges), to inform the board, allowing room on the agenda for a library report;
9. include a member of the Board of Library Trustees to serve as a non-voting liaison to the Friends.

The Trustees of the Gleason Public Library Endowment, a 509(a)(3) supporting organization with five trustees (3 Library Trustees, President of the Friends of the Gleason Public Library, and the Library Director)

1. administer an irrevocable charitable trust for the benefit of the Library;
2. meet at least twice per year, on the second Tuesday of October and March;
3. oversee the investment of Endowment income and principal;
4. expend Endowment income, and that part of the Endowment fund which is not specified as principal in perpetuity, for the benefit of the Gleason Public Library, not to be used in lieu of Town appropriations;
5. receive, hold, and administer additions to this trust by will or gift as the donor shall specify;
6. manage expenses and income related to the Art at the Gleason program through a dedicated checking account, with any net income to be spent to benefit Art at the Gleason.

Examples of expenses supported by the Friends:

- Children's, teen, and adult programs
- Craft supplies
- Prizes
- Museum passes
- Other collections not funded by the Town appropriation (i.e. Library of Things)
- Technology to enhance library services (i.e. camcorder)

Examples of expenses supported by the Endowment:

- Study Room
- Children's Room renovation
- Gettysburg exhibit
- Lawn marquee
- Professional development for library staff, including conference registration and travel
- Specific areas as specified by agreements with donors, such as the Zielinski Fund for programs, collections, and exhibits supporting the natural sciences, and the Alexandra Roberts Fund for development of the children's collection

