



THE ROLE OF THE TRUSTEE PATTEN FREE LIBRARY

Patten Free Library transforms lives, inspires lifelong learning, preserves local history, and builds community through joyful, creative exploration and dialogue.

The Patten Free Library is a private library set up by charter in 1847 as a non-profit corporation. Trustees are:

- Corporators nominated and elected to serve on the Board of Trustees by the Corporation's members, based on their experience and skills, their readiness to devote time, resources and energy to the Library and its programs, their willingness to affirmatively represent the Library and its programs, and their ability to contribute to the successful operation of the Library or
- Municipal Trustees appointed by local elected boards to represent area municipalities and schools.

Each Trustee has the duty as prescribed by the By-Laws to:

- Control the general management and operations of the Corporation
- Ensure that all funds of the Corporation are safely held and invested
- Contract for an annual audit of all accounts of the Treasurer
- Establish the hours of the Library's operation
- Employ a competent and qualified Library Director
- Authorize the Library Director to employ qualified individuals necessary to conduct the business of the Corporation.

Trustees have additional responsibilities to:

- Establish the mission, purposes and goals of the Library
- Adopt written policies to govern its operation and programs
- Assist in planning the Library's growth and development
- Secure adequate funds to carry on Library programs
- Support the Library personally with financial contributions
- Participate in fund raising activities
- Establish, support, and participate in planned public relations programs
- Assist in the preparation of the annual budget and approve the final document
- Report at least annually to the Corporators
- Be involved in Library activities and regularly attend Board meetings and serve on committees
- Speak in support of the Library's fund raising efforts with individuals, groups and municipalities, including at city and town meetings
- Recommend potential Corporators to the Nominating Committee.

Approved by Trustees: June 14, 2016
Adopted by Corporators: October 17, 2016