

WHAT ARE TRUSTEES EXPECTED TO DO?

- Take the Oath of Office in the Amherst Town Clerk's office
- File a yearly Financial disclosure form to the Town of Amherst
- Attend board meetings and participate, having reviewed agenda items and documents sent in advance
- Work to support and oversee the Amherst Library Director
- Handle matters related to budget and personnel, including fiscal quality control
- Remain up-to-date with the B&ECPL Board of Trustees and System policies
- Take on board roles as determined collaboratively with other board members
- Participate in professional development opportunities as required by state law
- Familiarize themselves with each of the four Amherst Public Library branches, their staff, services and activities
- Maintain current email and check it regularly
- Support the Library Bill of Rights and Freedom to Read



OUR LIBRARIES

The Amherst Public Libraries consist of four branch libraries:

Hon. Shirley Chisholm Library (formerly Audubon), Clearfield, Eggertsville-Snyder, and Williamsville. A contracting library within the Buffalo and Erie County Public Library system, the Amherst Public Libraries are among the region's busiest, with over 350,000 patron visits and close to one million material circulations in 2024!

INTERESTED?

Please read the Handbook for Library Trustees for New York State (2023).

Attend a library board meeting. Contact Amherst Public Library Director Kristi Dougherty

 doughertyk@buffalolib.org



Amherst
Public
Libraries



THE AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES IS SEEKING TOWN RESIDENTS TO SERVE AS MEMBERS OF THE BOARD!

WHY CHOOSE US

The Amherst Public Library Board of Trustees is seeking town residents to serve as members of the Board.

Do you love reading?

Are you a library fan?

Do you take pride in the Amherst community?

Do you like being part of a group and getting involved in the life of our town?

Do you value diversity, inclusion, and collaboration?

If the answers to these questions are "yes," then you may want to consider serving on the Board of Trustees.



WHO WE ARE

The Board of Trustees is a civic-minded group of residents who are committed to volunteering their time to help the Amherst libraries and their director further their mission to serve town residents. Library trustees, safeguard the physical property of the library for the residents of Amherst, they also hold the work life of the library employees, as well as the services they produce in trust. Responsibilities include legal oversight of finances, ensuring up-to-date policies, and advocacy.



FAQ

What kind of time commitment is expected of Trustees?

- Regular meetings run 1 – 2 hours, with approximately 10 meetings each year. Preparation for meetings can take an additional hour or so each month.
- The term of office for a library trustee is five years.

What personal qualities should a Trustee possess?

- Trustees should be able to listen, work collaboratively, compromise, and engage in problem-solving.
- Absolute confidentiality is essential. Trustees or their families may not enter into a business relationship with the library, even if they are providing a service below cost.