



## ASHBURNHAM STEVENS MEMORIAL LIBRARY

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### **Summary:**

Due to an impending resignation, there will be an open library trustee position in October of this year. If you or someone you know is interested in serving as a trustee, please submit a letter of interest no later than November 1, 2025. Although not required, please include a resume if possible. Please transmit your letter (and resume if available) via email to Ed Vitone, Secretary of the Board of Library Trustees at [etvit1@gmail.com](mailto:etvit1@gmail.com)

### **Selection Process:**

The Trustee Secretary will consolidate all letters of interest received and transmit the material to the Board members in advance of the Trustee's November Meeting. The trustees will review the letters and may interview one or more candidates in an open meeting. In accordance with Mass General Law, the Trustees will next hold a joint meeting with the Select Board where a new trustee will be selected by majority vote. One or more candidates will be invited to this open meeting and will be given an opportunity to speak with both boards.

### **Term:**

Trustees are elected to 3-year terms with two board positions filled each year. This interim appointment will run from November until the Town election in May 2026.

### **Duties:**

The Board of Library Trustees has full authority over the governance of the library, hires the library director, sets policy, and works closely with the director in establishing and presenting the library's budget to the Town. For a full listing of the Boards duties and responsibilities, please refer to the Trustee Pocket Guide (<https://mbic.state.ma.us/for/2018-Pocket-Guide.pdf>) issued by the Massachusetts Board of Library Commissioners.

### **Time Commitment:**

The Board meets the third Tuesday of each month at Stevens Memorial Library. Meetings start at 4 p.m. and typically run for 2 hours. Additional special meetings may be held based on library needs. All trustees receive an email in advance of each meeting containing the material to be covered in the meeting. Trustees are expected to review the material in advance of the meeting. Additionally, each member of the board typically sits on one or more subcommittees which require 2 to 4 additional meetings each year.