

Shaler North Hills Library

1822 Mt. Royal Boulevard • Glenshaw, PA 15116 • 412-486-0211
www.shalerlibrary.org

Shaler North Hills Library Board Member Overview

The Shaler North Hills Library Board is comprised of seven Shaler residents, appointed by the Shaler Township Board of Commissioners. The role of each individual Library Board member is to collaborate as part of the Board team to achieve the Library's mission:

Mission:

To champion reading and empower the community through free access to quality resources, outstanding services, and dynamic programs.

Board members represent the community's interests and are expected to advocate for the Library within the community. Each Board member brings unique skills and knowledge to the position, along with a commitment to the Library's success. It is important to understand that all authority resides with the full Board and its designees, not with individual Board members.

Responsibilities:

- **Library Director:** Work with the Board to prepare a job description, hire, and conduct regular periodic evaluations of the Library Director.
- **Mission & Policies:** Determine the Library's mission and adopt written policies that govern its operations, consistent with that mission.
- **Strategic Planning:** Engage in and support the strategic planning process for the Library, ensuring alignment with the Library's mission and community needs.
- **Financial Oversight:** Secure adequate funding for the Library's plans, participate in the annual budgeting process, and approve the annual budget.
- **Compliance & Advocacy:** Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies. Advocate for favorable library legislation at the local, state, and national levels.
- **Continuous Learning:** Seek opportunities to learn more about the Shaler North Hills Library and the broader Library community.
- **Community Representation:** Actively advocate for the Library and Board decisions within the community and among constituents.
- **Meeting Preparation & Participation:** Review materials sent to Board members in advance of meetings and come prepared to participate fully in discussions. Attend monthly Board meetings and contribute to committee work.
- **Committee Participation:** Serve actively on one or two Board committees, with meetings held as needed, typically two to four times per year. Some committees may meet more frequently, depending on tasks.
- **Financial Contribution & Fundraising:** Make an annual financial contribution to the Library and actively participate in fundraising efforts and Library events.

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- **Resignation:** If personal or professional obligations make it difficult to continue supporting the Library's mission or fulfilling Board duties effectively, members should consider resigning from the Board.

Time Commitment:

- **Board Meetings:** The SNHL Board of Directors meets once a month for up to two hours. There is a hybrid meeting option available upon request.
- **Schedule:** Meetings are held on the second Wednesday of the month at 7:00 PM. The meetings occur in January, February, March, April, May, June, October, November, and December.
- **Committee Meetings:** Committee meetings are generally held in August and September, with the frequency depending on the committee's work.
- **Meeting Preparation:** Preparation for meetings includes reviewing monthly reports, responding to emails, and participating in occasional phone calls. Committee participation may require additional time, though committee meetings are generally limited to two to four meetings per year.