

# **NEW JERSEY PUBLIC LIBRARIES: A MANUAL FOR TRUSTEES**

**2015**



*Affiliated with Thomas Edison State College*

*Mary L. Chute, State Librarian*

**This publication is prepared as an educational resource and should not replace legal advice. Copies may be downloaded from the website at [http://www.njstatelib.org/services\\_for\\_libraries/consulting\\_services/library\\_trustees/](http://www.njstatelib.org/services_for_libraries/consulting_services/library_trustees/).**

**2015 Edition**

**Mary L. Chute  
State Librarian**

**Library Support Services  
Victoria Rosch, Deputy State Librarian  
Michele Stricker, Associate Director  
Robert Keith, State Data Coordinator  
Natasha Zaleski, Library Assistant**

**2005 Edition**

**This publication was funded through the Library Services and Technology Act and by the New Jersey Library Trustee Association.**

**Acknowledgements:**

**Susan Briant, former editor  
Gail Dysleski  
Patricia Hannon  
Dan Harmatz  
Janice Holt  
Susan Kaplan  
Carol Phillips  
Victoria Rosch  
Arlene Sahraie  
Linda Seiler  
Kathy Schalk-Greene  
Patricia Tumulty**

**East Brunswick Public Library  
West Milford Public Library  
New Milford Public Library  
New Jersey State Library  
New Jersey State Library  
East Brunswick Public Library  
New Jersey State Library  
Statewide Marketing  
Old Bridge Public Library  
Mt. Laurel Public Library  
New Jersey Library Association**

**Linda Kay, former editor**

**New Jersey State Library**

**Montana Public Library Trustee Handbook**



**April 2015**

**To the Trustees of Public Libraries of New Jersey,**

**Thank you for your commitment to New Jersey's libraries, and for serving your community as a library trustee. This Trustee Manual offers a wealth of information to assist you in your responsibilities. Whether you are a new or experienced trustee, you will find something in these pages to help you better understand your role as a trustee or county library commissioner.**

**In the years since this manual was first issued, much has changed in the way libraries operate and interact with their communities. Trustees are there to help guide their institution through these transitions, and the many changes to come, and to make sure that the library remains a vibrant community hub serving all populations seeking resources.**

**This manual has been organized into organized sections on the primary responsibilities of your position. In addition to clear chapters outlining your major roles and responsibilities, you will find links to supplemental resources on the New Jersey State Library's website, and appendices of core documents.**

**Please remember that this manual is meant to be a general guide, one that you will reference time and time again. Use the information in this manual as a springboard for discussion. Your particular situation may call for a different response, so please do not hesitate to call the New Jersey State Library for consultation.**

**May your term as a trustee be personally rewarding for you. Thank you again on behalf of New Jersey's libraries for your service as a trustee.**

**Best wishes,**

**Mary L. Chute**

**State Librarian of New Jersey**

New Jersey State Library

New Jersey Public Libraries: A Manual for Trustees

# TABLE OF CONTENTS

[Section 1: The Job of a Trustee and the Operation of the Board](#)

[Section 2: Policy Making for the Library](#)

[Section 3: Personnel Matters](#)

[Section 4: Laws Governing Trustee Actions](#)

[Section 5: Funding](#)

[Section 6: Strategic Planning](#)

[Section 7: Capital Planning](#)

[Section 8: Marketing and Public Relations](#)

[Section 9: Institutions Supporting Public Libraries](#)

[Section 10: Trustee Continuing Education](#)

[Section 11: Resources](#)

[Supplementary Documents](#)