

**Job Description**  
**Ypsilanti District Library Board of Trustees**

**Title:** YDL Trustee

**Term:** 4 year term/ Elected at large from the YDL district

**Role:**

- Develop and monitor currency of Library policies
- Secure adequate funding appropriate to the functioning of the Library
- Hire and evaluate the performance of the Library Director
- Monitor organizational performance

**Trustee Responsibilities and Power:**

- Determine the Library's mission/goals; review the mission and goals periodically for their currency and effectiveness
- Employ the Library Director and regularly evaluate his/her performance
- Ensure adequate financial resources for the Library's operation and future planning so that staff and facilities meet the needs of district patrons
- Manage finances effectively, ensuring that proper fiduciary controls are in place
- Ensure that Library property is maintained and is appropriate for excellent patron service, Library programming, and staff performance
- Adhere to legal and ethical principles; maintain accountability
- Advocate for the Library in the community and with lawmakers
- Uphold the ALA Bill of Rights

**Specific Duties/Rules of Conduct:**

- Regularly attend board meetings; actively participate in committees and perform other duties as assigned
- Become well-informed regarding agenda items in advance of regular meeting
- Conduct oneself professionally in meetings; listen to all points of view; offer one's own ideas/suggestions based on experience and research; work with colleagues to reach effective decisions
- Enhance the organization's public image by clearly articulating the Library's mission, accomplishments, and goals
- Recruit and orient new board members, periodically participate in board performance evaluation
- Develop financial strategies to assure appropriate current and future funding
- Assume leadership roles in board activities
- Be informed about Library programs, policies, and services
- Seek information about the needs of the community and Library users so that Library policies and procedures can conform to these needs and preferences
- Avoid conflicts of interest
- Abide by and support majority board decisions
- Actively support the fundraising goals of the Library

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**Requirements:**

- Resident of Superior Township (portion outside of AADL boundaries), Ypsilanti City, or Ypsilanti Township
- Attend monthly board meetings; read materials in advance of meetings; and participate in discussion during meetings
- Become familiar with Michigan library law and library best practices
- Demonstrate a commitment to freedom of expression and inquiry for all people

**Desirable Background:**

- Public library user and/or familiarity with YDL services
- Previous service as a member of a local board
- Experience in fundraising
- Experience in financial, legal, or business matters

**Time commitment:**

The Board generally meets on the fourth Wednesday of each month at 6:30 pm. Meetings typically last 1-2 hours. Each trustee serves on a standing committee. Participation in continuing education is encouraged.

**Applications welcomed through March 20, 2026.**

For more information, please contact Library Director Lisa Hoenig at (734) 879-1300 or [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)