**Public Library Board of Trustee Job Description**

As the governing body the Board of Trustees:

 Advocates for the library within the community

 By ensuring adequate funding

 By establishing and supporting planned programs of public relations

 By meeting with local officials to communicate library issues

 By representing library patrons’ concerns and their perspectives

Develops a strategic plan

 That guides and articulates the goals and objective to be achieved

 That determines sound decision making and priorities

 That measures the quality and effectiveness of services and programs

 That reflects contemporary library practices and future trends

 Nurtures fiscal responsibility

 Through the preparation of a budget

 Through scheduled monitoring of that budget and financial progress reports

 Through pursued opportunities as in grants, campaign development, other funds

 Through communication of fiscal needs with supporting agencies

 Through careful investments

Crafts policies that comply with all laws and form a framework of acceptable expected practices, behaviors, and procedures

 That support the mission, goals, and objectives of the library

 That outline personnel issues

 That describe courses of action when there is conflict

 That describe facilities use and access

 That is adopted enforced and updated

Ensures qualified leadership by

 Hiring a library director who manages the day-to-day operations

 Evaluating the director annually