

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