

APPENDIX 2C - The Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the library district.

Duties and responsibilities of trustees include, but are not limited to, the following:

1. Attend Board and committee meetings regularly and prepare in advance for the meetings.
2. Hire, supervise, and fix compensation of the director.
3. Work with the director to create developmental goals and review the performance not less than annually.
4. Develop, establish, and regularly review library policy.
5. Work with the director to prepare the annual budget. Approve the annual working budget, budget and appropriations ordinance, and annual levy.
6. Approve and ensure adequate funding for all expenditures.
7. Maintain accurate records of financial transactions and other Board decisions.
8. Retain counsel and professional consultants.
9. Obtain information necessary for an adequate appraisal and understanding of the library's assets, resources, programs, and services and assess how well the Library is meeting the needs of its patrons.
10. Direct observations or concerns regarding library operations to fellow trustees and/or director.
11. Evaluate library services and specific actions recommended by the staff.
12. Establish and approve plans, goals, and objectives based on the needs of the district.
13. Select architects and approve preliminary and final plans and specifications for all new buildings, additions, and major remodeling projects.
14. Encourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library services in the district.
15. Keep informed of trends, standards, and innovations in library services and operations through outside meetings, administration reports, or consultants.
16. Affiliate with regional, state, and national library associations and maintain representative attendance at meetings of these associations as appropriate.
17. Orient new Board members.
18. Assume personal responsibility to know and comply with all applicable federal, state, and local statutes, ordinances, and regulations.

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