



LIBRARY TRUSTEE JOB DESCRIPTION

SUMMARY

Provides governance for the Lincoln County Library; establishes policy; sets goals; hires and evaluates director; establishes and monitors annual budget; signs necessary contracts; exercises such other powers, not inconsistent with law, necessary for the effective use and management of the library.

RESPONSIBILITIES

- Participates in the ongoing responsibilities of the governing body, including establishment of library policies, budgeting, evaluating and supervising the library director, working with local and state government officials, and planning for current and future library services and programs.
- Attends all regular and special meetings of the Board and participates in committees and activities as necessary; attends appropriate library functions.
- Represents the interests and needs of community members.
- Lends expertise and experience to the organization.
- Maintains an awareness of library issues and trends, and the implications for library users.
- Acts as liaison with the public, interpreting and informing local government, media and public of library services and needs.
- Understands pertinent local and state law; actively supports library legislation in the state and nation.

QUALIFICATIONS

- Is interested in the library and its services.
- Has the ability to contribute adequate time for effective participation in Board activities and decision making.
- Has the ability to represent needs and varied interests of the community at large and the library.
- Has strong interpersonal and communication skills.
- Has the ability to work with governmental bodies, agencies and other libraries.
- Has the ability to handle opposition and make decisions in the interest of library service.

TIME COMMITMENT

The Board of Trustees meets monthly at a time convenient for members. Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with open meeting laws.

Under Montana law, trustees hold their office for five years from the date of appointment.



BOARD RESPONSIBILITIES

Determine Lincoln County Library's mission and purposes

The board, acting as a group, establishes the mission of the organization, periodically reviews the mission statement and revises it when necessary. Each member of the board understands and supports the mission statement.

Engage in strategic planning

The board sets the strategic vision for the organization and determines how the organization should meet new opportunities and challenges.

Ensure effective fiscal management

The board reviews, approves, and monitors the organization's budget. Board members support the organization's fundraising endeavors and identify new prospects for financial support.

Select and support the library director and periodically review his or her performance

The board establishes the duties of the library director, conducts a careful search when the position is open, respects the responsibilities that are distinct to the library director, and provides constructive feedback through annual performance evaluations.

Promote effective policies and procedures

The board adopts appropriate policies and encourages mutual trust between the board and staff. The board and staff work together to fulfill the organization's mission including developing policies for programs and services.

Select and orient new board members

The board includes individuals who contribute critically needed skills, experience, perspective, wisdom, and time to the organization. The members identify needs on the board, recruit prospects, and orient new members to the organization.

Advocate for the public library

Individual members promote Lincoln County Library with individuals and organizations in their communities, as well as with elected officials, as opportunities arise.

Ensure their own effective and efficient participation as members

Board members are responsible for understanding current bylaws and policies. Board members:

- Prepare for, attend, and thoughtfully participate in board and other meetings
- Disclose any conflicts of interest in a timely fashion, typically absenting themselves from discussions and actions in which they are personally involved or have a personal interest
- Actively participate in discussion and encourage civil, deliberative dialogue



- Serve the organization as a whole rather than any special interest group or constituency
- Perform such other duties as requested or as would appropriately enhance Lincoln County Library's purposes