

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

LIBRARY TRUSTEE

Board Approval Date: 7/21/16

General Statement of Duties

Trustees must be a resident of the District and over the age of 18, able to attend monthly and special meetings and spend about five to ten hours per month on District business (IC-33-2720). Major responsibilities are establishing and overseeing library policies, employing a library director, establishing a budget annually and overseeing the finances of the library, attending meetings and exercising other powers necessary for the effective use and management of the library. Board packet materials are sent electronically and Internet access is a necessity. Board members are volunteers, elected by District residents to serve six-year terms.

Position Summary

This position is one of five elected citizen representatives who work together to oversee the operations of the District library. As a member of the Board of Trustees, a trustee works closely with the Director, and other administrators and, occasionally, members of the public and decision-makers from other libraries. The primary function of a Trustee is to oversee the District's library system in accordance with District policies and Idaho Code (IC 33-2720).

Purpose Statement

This position, in concert with fellow trustees, makes policy-level decisions for the District. In addition, trustees represent the public interest in libraries and establish effective working relationships with community leaders, library staff and fellow trustees. Trustees serve as advocates of intellectual freedom.

Examples of work

- Creates policy
- Participates in creating and approving the District's strategic plan
- Approves budget as required by code
- Maintains interest in library policies, issues, and technological advances
- Responds to requests for information or services from the general public
- Hires, evaluates and dismisses the library Director
- Represents the District to the public
- Ensures the District has adequate resources to operate its services

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Knowledge and Abilities

Knowledge of:

- The principles of intellectual freedom and access to information
- Budgeting
- Public and community relations principles, methods and objectives
- Etiquette and practices of public boards, open meeting law and government transparency
- District's demographic, political, geographic and economic factors

Ability to:

- Learn principles, practices and objectives of public library management
- Establish and maintain effective working relationships with other District Board members, staff, the general public and civic and community groups
- Articulate the District's mission to promote wide ownership
- Represent the District at professional library meetings and various functions
- Communicate effectively orally and in writing, including email
- Oversee the drafting, approval, and review of board by-laws and policies
- Approve all job descriptions and personnel policies and approve a compensation package for employees

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the trustee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the trustee to comprehend written documents and review and evaluate a variety of written documents and text materials