

# Stillwater

## Public Library

### **BOARD OF TRUSTEES JOB DESCRIPTION**

Approved 08/10/2021

As a member of the Stillwater Board of Trustees, trustees are responsible for the governance of the library pursuant to M.S. 134.34: establishing and reviewing policy, setting goals and objectives, hiring and evaluating the Library Director, establishing and monitoring the library budget; promoting and advocating for the library in the community.

It is important to remember that the Board's authority, while broad, is a collective authority. Trustees must work cooperatively with other members of the Board.

#### Participation:

- Attends all Board meetings and participates appropriately:
  1. Prepares for Board meetings;
  2. Serves on Board committees as assigned by the Board chair;
  3. Abides by majority decisions reached by the Board and publicly supports these decisions.
- Has the ability and time to participate effectively in Board activities and decision making.

#### Administrative:

- Exercises fiduciary responsibility for the use of public and private funds; monitors the budget and approves expenditures throughout the year;
- Hires, sets salary, evaluates and supervises a qualified library director to implement board decisions and directions and carry out day-to-day operations of the library, its programs and services;
- Works with the director to establish a strategic plan with short and long range goals;
- Reviews and signs necessary contracts;
- Adopts and regularly reviews policies regarding library services and programs.

#### Community Relations:

- Advocates for and represents the interests and needs of the library;
- Represents the interests and needs of the community;
- Acts as an advocate for the library through contacts with civics groups and public officials.

#### Preparedness:

- Understands relevant laws such as the Minnesota Open Meeting law and actively supports library legislation;
- Keeps current on library trends and practices by: reading the literature, attending professional meetings for trustees, and visiting other libraries;
- Has a willingness to become more knowledgeable of basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights and the Public's Right to Information.