

## **PANORA PUBLIC LIBRARY TRUSTEES DUTIES & RESPONSIBILITIES**

- **STAFF**  
Employ a competent and qualified library director. Includes recruiting, hiring and Annually evaluating the director based upon a week-defined job description and expectations. Adopt personnel policy and set adequate salary scale and fringe benefits for all staff.
  
- **POLICY**  
Determine and adopt written policies to govern the operation of the library.
  
- **PLANNING**  
Determine the direction of the library by studying community needs/interest. See that a plan is developed for meeting needs/interest and see that the plan is carried out.
  
- **BUDGET**  
Budget/planning committee to develop a preliminary budget with the assistance of the director. Make revisions as needed, officially adopt the budget: present library budget to city administrator/city council.
  
- **ADVOCACY**  
Advocate for library through contacts with general public, civic organizations and public officials.  
Attend city council meeting to keep council informed of library activities.  
Work to secure adequate funds to carry out the library's services.
  
- **LEGAL ISSUES**  
Be familiar with the library's ordinance as well as state and federal laws affecting the library.
  
- **CONTINUING EDUCATION**  
Participating in continuing education activities and encourage library director to do the same.  
Provide and see that new trustees receive an orientation to the library.

- **COMMUNICATIONS WITH THE LIBRARY DIRECTOR**  
Expect a continuous flow of information from the director to assist in the monitoring and evaluating responsibility.  
The director is responsible to the board as a whole, but not each board member individually. The board must delegate as one voice when giving direction to the director. Individual board members may ask questions of the director for clarification of issues facing the board.
- **COLLECTION DEVELOPMENT**  
Adopt collection development policy.
- **BOARD MEETING**  
Regularly attend board meetings, conduct affairs of board regularly scheduled Meetings.  
Distinguish clearly in action and statement between personal philosophy and attitudes and the library philosophy.  
Support the decisions of the board. Recognize that authority is vested in the board in legal session and not the individual board member.
- **BOARD MEMBER RECRUITMENT**  
Recommend qualifications and candidates for board to city administrator/city council for approval. Notify city of board vacancies.

Trustees Approved 1/19/15