



Appendix Q

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD OF TRUSTEES

“Duties of the Board Assisted by Input from the Director...”

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include:
 - levels of service (for example, open hours).
 - registration and circulation policies and other rules directly affecting patron use.
 - types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - confidentiality and privacy policies.
 - patron access to the Internet.
 - collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.”

“Duties of the Board, Exclusively...”

- Hire a qualified library director.
- Evaluate director’s performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include:
 - by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.



- finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
- trustee’s code of ethics.”

“Your Duties as a Trustee...

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois.
- Become an advocate for the library community.”

Work Cited:

Doyle, Robert P. and Robert N. Knight. “Chapter 1 Trustee Duties and Responsibilities.” *Trustee Facts File, Fourth Edition*. Illinois Library Association, 2012.

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