

Qualifications:

- Interest in the library and community
- Holds a current library card
- Willing to devote time to all board activities
- Awareness and appreciation of the library's past, present and future role in our community
- Has ability to gracefully handle opposition and make decisions in the best interest of the library
- Willingness to become knowledgeable of political issues that may affect the library
- Willingness to learn about the library and its services
- Be familiar with the library and its policies and procedures

Duties

- Attends all regularly scheduled Library Board meetings
- Attends special meetings as needed
- Attends library functions and events as appropriate
- Knows and abides by library board bylaws
- Reads board meeting minutes and other materials sent out before the board meetings
- Participates appropriately in board meetings
- Visit the library on a regular basis
- Give library directory input about library's long-range plans to ensure they address community needs (Advisory Boards)
- Supports and participates in library's public relations programs
- Represents the library's point of view at city council meetings and other public forums
- Looks for ways to build a positive image for the library
- Listens to community needs and concerns
- Participates in library conferences and workshops as time permits
- Knows and supports the basic library tenets such as Intellectual Freedom, Freedom the Read, Confidentiality of Patron Records, and the Library Bill of Rights.
- Becomes knowledgeable about local, state and federal laws affecting libraries when appropriate
- Abides by the majority decisions reached by the board, and publicly supports these decisions
- Works with library director to develop/update 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
- Review monthly financial reports to ensure accountability to budget goals.
- Advocate for funding necessary to meet community library needs.

- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.
- 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.
- Promote the mission of the library within the community.
- Advocate for the library to legislators.
- Create beneficial relationships with municipal officials; attend board meetings.
- Promote library services and programs
- Work in collaboration with other organizations or departments. The library has a lot to offer potential partners as a visible, respected place with high traffic.
- Provide support for management initiatives and decisions
- Serving as liaison and representative from the community on library matters (making sure the community's needs and interests are paramount when making board decisions.)
- Provide a forum for public communication on library issues
- The board also helps determine whether the community is satisfied with the service received from the library. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should.

Long-range and short-term planning

- Determining library goals and objectives.
- Conduct library service and community analyses, ensuring the library is establishing programs that meet community needs
- Participate in short-term, long-term, and strategic planning
- Assist in succession planning for new board members by identifying and motivating others to serve on the advisory board when slots become available
- Maintain knowledge of existing and new community populations

At least yearly, the library board should plan a joint meeting to discuss mutual concerns with Friends. This can be done in conjunction with a breakfast or dinner meeting. In both cases, a member of the library Board of Trustees should be appointed to act as a liaison to the Friends and attend their meetings and as many of their functions as possible.