



## Library Trustee

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Along with fellow board members, establishes policies and long-term goals for the library. He or She understands the Library's mission, service roles, and strategic plan and can articulate these to the community. Trustees oversee the budget process, sets the annual tax levy and advocates for the library in the community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends board meetings and participates appropriately
- Follows the Illinois Open Meetings Act and the Illinois Freedom of Information Act and all other pertinent state and federal laws
- Assists in establishing clear by-laws which outline operating procedures for the board
- Assists in establishing Library policies and helps update them as needed
- Assists in overseeing budget preparation, sets the annual tax levy and ensures that documents to the library's annual tax levy are properly posted, published, and filed
- Encourages and participates in long-term strategic planning
- Hires, evaluates, and approves compensation for the Library Director
- Recognizes that the board as a whole supervises and deals directly with the Library Director, while the Library Director supervises all other library staff

### SPECIFIC DUTIES

- Prepares for board meetings by reading board meeting minutes and all reports, serves on committees as appointed by the board president.
- Reads the Chatham Area Public Library's Policy Manual. Reads other publications related to Library trustees, such as the Illinois Trustee Facts File and the Financial Manual for Illinois Public Libraries, given at the orientation meeting.
- Abides by majority decisions reached by the board and publicly supports those decisions. Follows the established chain of command for effecting change.
- Understands the relationship of the Library Board with the Friends of the Library and Library Foundation.
- Participates, with other board members, in signing checks for the library on a bi-weekly basis. Reviews the library's financial reports monthly. Helps to ensure that an audit is carried out annually and reviewed by the library board.
- Becomes informed of the services offered by the library and promotes these services to the community.

- Becomes aware of services and issues related to the Illinois Library Systems and contacts local and state elected officials when issues pertaining to the Library arise.
- Is familiar with intellectual freedom principles, including book challenges and how they are applied.
- Keeps up with current library trends and practices through reading the literature of the profession and visiting by other public libraries.
- Is aware of the board duties as outlined in the Board of Trustee By-laws and the Policy Manual.

## **REQUIREMENTS**

- Qualified elector/registered voter.
- Resident of the Chatham Area Public Library District.