

Flathead County Library System Trustee Job Description

The Flathead County Library System Board of Trustees is comprised of unpaid individuals, appointed by the Flathead County Board of Commissioners pursuant to MCA 22-3-209. The FCLS Board assumes fiscal oversight and policy direction for the Flathead County Library System. Generally, the responsibilities of the Board of Trustees include: hiring and evaluating the performance of the Library Director, setting policies for the organization; approving the organization's operating budget and overseeing its implementation; and advocating for the library within the community and in other public arenas.

Summary

The FCLS Board provides governance for the Flathead County Library System; establishes policy; sets goals; hires, supports, evaluates and releases the Library Director; establishes and monitors annual budget; signs necessary contracts; exercises such other powers, not inconsistent with law, necessary for the effective use and management of the FCLS.

Expectations

The Flathead County Library System Board of Trustees expects its members to possess:

- A serious commitment to the work of a library trustee;
- A serious commitment to the provision of library services within our community;
- The ability to attend regularly scheduled board meetings and to be an active member of the library board and its committees, including preparation time and decision making;
- A willingness to become familiar with Montana library law, standards for libraries, and principles and practices, for ensuring that the library provides broad and equitable access to knowledge, information, and diversity of ideas needed by community members;
- A commitment to freedom of expression and inquiry for all people;
- The ability to represent needs and varied interests of the community at large and the library;
- Strong interpersonal and communication skills;
- The ability to work with governmental bodies, agencies and other libraries;
- The ability to handle opposition and make decisions in the interest of library service.

Responsibilities and Principal Activities

As a Trustee, each member will:

- Prepare for and attend all regular board meetings and special meetings of the board; participate in committees and activities as necessary; attend library functions and attend training and educational workshops.
- Lend expertise and experience to the organization. Ensure legal and ethical integrity and maintain accountability.
- Participate in the ongoing responsibilities of the governing body. Establish library policies and plan for current and future library services and programs. Determine,

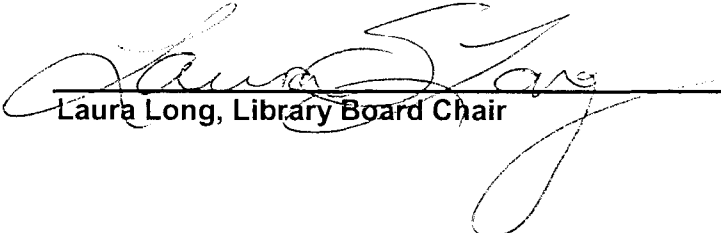
develop and adopt written policies to govern the operation and services of the library. Review policies on a regular, systematic schedule.

- Study the needs and interests of the community and assure they are addressed, as appropriate by the library. Represent the needs and interests of community members. Maintain an awareness of library issues and trends and the implications for library users.
- Work with the governing body, as well as with state, federal, and local agencies and organizations, to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director. Monitor budget and expenses throughout the year.
- Assist in the formulation and adoption of a long-range plan for the library. Periodically review and revise long-range plan. Establish short and long term goals for the library.
- Hire, support, evaluate and release the Library Director. Supervise and support a qualified Library Director to implement board decisions and directions and to carry out the day-to-day provision of library services. Regularly assess the performance of the director and provide suggestions for improvements.
- Assist in determination of and advocate for reasonable staff salaries and benefits.
- Act as an advocate for the library and a liaison with the public, interpreting and informing local government, media and public of library services and needs, and listening to community opinion on library matters. Each trustee will publicly support the official actions and decisions made by the board regardless of personal opinion.
- Understand the principles and issues relating to intellectual freedom and equitable provision of public library services. Understand pertinent local and state law; actively support library legislation in the state and nation.
- Ensure compliance with Montana's open meeting laws.
- Report activities to County Commissioners annually and make recommendations regarding library board vacancies.
- Review and sign necessary contracts.

Time Commitment

The FCLS Board meets monthly at a time convenient to members, usually during a weekday and customarily at the Main Library or one of the branches. Meetings generally last about two hours. Members are appointed by the County Commissioners to a five -year term (or to complete an unexpired term). Members shall serve no more than two full terms in succession. Special meetings or committee meetings may be called as necessary at times convenient to members as well as complying with open meeting laws. Members are expected to attend occasional training and educational workshops to strengthen and enhance their performance on the board.

Adopted by the Flathead County Library System Board of Trustees, 12/04/08



Laura Long, Library Board Chair