

Library Trustee

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

REQUIREMENTS

- Resident within the city limits of Waterloo, Illinois.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends board meetings and participates appropriately
- Completes FOIA/OMA training with 60 days of appointment
- Follows the Illinois Open Meetings Act, 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 Library budget preparation, sets the annual Library tax levy
- 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 is responsible for the operation of the library and the management of all other library staff

SPECIFIC DUTIES

- Prepares for board meetings by reading board meeting minutes and all reports
- Reads the Morrison-Talbott Library Policy Manual. Reads other publications related to Library trustees, such as the Illinois Trustee Facts File and the Financial Manual for Illinois Public Libraries
- 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 the Morrison-Talbott Library Memorial Endowment Association.
- Participates in committees as assigned by the Library Board President.

- Participates in annual election of officers. If elected, acts as signatory on all Library banking accounts and signs checks for the Library on a bi-weekly basis
- 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 by visiting other public libraries.
- Is aware of the board duties as outlined in the Board of Trustee By-laws and the Policy Manual.