

“Job Description” for Public Library Trustee

Board members are expected to:

Attend board meetings and participate appropriately. Be familiar with materials sent out in board packets before the board meeting. Be informed about all phases of the library operation. Serve on committees as assigned by board chair. Actively participate in the workshops, activities, and support fundraising. Visit the library often and be acquainted with its services by using them. Be an advocate for the library.

Responsibilities:

1. To advocate for the library in the community. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community’s needs and interests are paramount when making board decisions.
2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library. It is taking charge of the library’s future and creating it to be responsive to what the community needs.
3. 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. For example, the library board is familiar with the library’s budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with the service received from the library.
4. Set library policies. The library board spends much of its time on policy issues - developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day-to-day basis.
5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other’s roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.

Library Trustees are appointed by the Mayor and confirmed by the Sumner City Council (city residents) or Bremer County Board of Supervisors (rural Bremer County residents). There is no monetary compensation for this position. Trustees serve a six-year term.

The Sumner Public Library Board of Trustees meets on the third Thursday of each month at 8:00 a.m. Special meetings are sometimes called, and committee meetings are held in addition to Board meetings.

Application for Library Board of Trustees

The Sumner Public Library Board of Trustees is seeking applicants to serve on the Library Board of Trustees. Trustees are appointed to a six year term. If you are interested in serving on the Library Board, please fill out this application and return it to the Library. For more information, please see the "job description" on the back of this sheet.

Date_____

Name_____

Address_____

Phone_____

Why are you interested in serving on the Library Board of Trustees?

Please describe any experience you have that you feel would be beneficial to the Board of Trustees.

Do you presently serve in any other appointed position on a Board, Commission or Committee? If yes, what position?

Questions should be directed to Denise Hoins, Library Director, at 563-578-3324

Thank you for your interest in service to the community of Sumner.

Signature_____

Approved April 16, 2012
Reviewed September 17, 2015
Revised and Approved May 17, 2018