

James River Valley Library System Public Library Board of Trustees
Job Description

General Description

The seven-member Board of Trustees of the joint Public Library is empowered by state law and city ordinance to act as the governing body of the library. While State Statute 40-38 gives it a specific list of legal responsibilities, it is also an arm of City and County government with members appointed by the City Council and the County Board, and its budget approved by the City Council and County Board.

Duties & Responsibilities of Trustees

1. Employ a competent and qualified librarian.
2. Determine and adopt written policies to govern the operation and programs of the library.
3. Determine the goals and objectives of the library in order to plan and carry out library programs and services.
4. Assist in the preparation of the annual budget; work to secure adequate funds to carry on the library's programs; see that allocated monies are wisely spent.
5. Attend all board meetings and see that accurate records of Board action are kept; serve on board committees and as a board officer.
6. Act as liaison between the library and the community, interpreting community needs to the library and library needs and services to the public.
7. Know local and state laws; actively support state and federal library legislation.
8. Attend regional and state trustee meetings and workshops and in other ways keep abreast of library standards and trends.

Desirable Qualifications

1. Readiness to give time and effort to carrying out the duties of the board.
2. Recognition of the Library's importance as a center of information, culture, recreation and continuing education.
3. Close acquaintance with community social and economic conditions and with groups within the community.
4. Ability to work well with others, to initiate policies, to plan creatively, and to carry out plans effectively.
5. Commitment to intellectual freedom and the free flow of ideas.
6. Devotion to the library, its welfare and progress.

Term: 3 years; maximum of 2 consecutive terms.