

JOB DESCRIPTION OF A CARTHAGE PUBLIC LIBRARY DISTRICT TRUSTEE

The Board of Trustees of the Carthage Public Library District normally holds its regular meeting on the second Monday of each month at 4:30 pm in the upstairs meeting room of the library. Meetings usually last 1-1 ½ hours.

Trustees are elected for a term of 6 years, and receive no monetary compensation.

Trustees are expected to:

- Regularly attend and participate in Board meetings.
- Complete the on-line Open Meetings Act training within 90 days of assuming responsibilities as a trustee.
- Conduct all Library business in accordance with federal, state, and local laws, and behave in an ethical manner.
- Serve on regular or special committees as needed.
- Learn about the Library's goals and operations and make an effort to understand the role of the library in the community and its relationship to the Library System and Illinois State Library.
- Assist in promoting and publicizing the Carthage Public Library District in our community. Being involved in community organizations and events is encouraged.
- Be an advocate for libraries and their services at the local, state, and national levels. This requires keeping abreast of current trends and legislative issues that affect libraries.
- Stand by decisions made by the Board of Trustees.

General Roles & Responsibilities of the Board of Trustees:

- Governs and supports the Library.
- Ensures the Library is abiding by all local, state, and federal laws.
- Hires the Director and evaluates his/her performance.
- Determines the mission and purpose of the library in relation to the needs of the community and develops a strategic plan.
- Considers and adopts policies.
- Fiduciary Agent - oversees the library's finances – manages assets, develops budget and financial plan, passes appropriation ordinance and levy ordinance, approves payment of bills, reports finances to the public as required, raises funds.
- Trustee of the Library's building and property - takes steps to see the facility is maintained and meets library's and community's needs.
- Supports and promotes the library and its services. Strives to establish and maintain a positive relationship with the community. Advocates for our library and libraries in general at the local, state, and national level.