

Bartlett Public Library District
Position Description
LIBRARY TRUSTEE

GENERAL PURPOSE

Along with fellow board members, establishes policies and long-term goals for the library. Understands the library's mission, service roles, and long-range plans and articulates these to the community. Oversees the budget process. Sets the annual tax levy. Promotes and advocates for the library in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends board meetings and participates appropriately
- Follows the Illinois Open Meetings Act and 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 budget preparation, sets the annual tax levy and ensures that documents to the library's annual tax levy are properly posted, published, and filed
- Encourages and participates in long-term strategic planning
- Hires, evaluates, and sets compensation for the library director
- Recognizes that the board as a whole supervises and deals directly with the Library Director, while the library director supervises all other library staff

SPECIFIC DUTIES

Prepares for board meetings by reading board meeting minutes and all reports. Serves on committees as assigned by the board president.

Reads the Bartlett Public Library's Trustee 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 Village of Bartlett, the Library's Friends Group, and Library Foundation.

Reviews the checks issued by the library monthly. Reviews the library's financial reports monthly. Helps to ensure that an audit is carried out annually and reviewed by the library board.

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.

Contacts local and state elected officials as needed.

Is familiar with intellectual freedom principles and how they are applied.

Keeps up with current library trends and practices through:

- Reading the literature of the profession
- Attending professional association meetings
- Visiting other public libraries
- Meeting with Trustees from other public libraries

Regularly evaluates the board's actions.

Is aware of the board officer duties as outlined in the Board of Trustee By-laws and the Role of the Library Trustee found in the Trustee Manual.

REQUIREMENTS

Qualified elector/registered voter. Resident of the Bartlett Public Library District.