

EFFECTIVE LIBRARY TRUSTEE BOARD MEMBERS



- Leave the actual management of the library to the library director. It is the librarian's responsibility to select books, employ the staff and supervise day-to-day operations.
- Represent the whole community to the library and not a particular area or group.
- After a policy or rule is adopted by the majority vote of the library board, do not criticize or re-voice your opposition publicly.
- Despite your person feelings, support the majority decision in all conversations with library community members.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Respect confidential information that is protected by public records act. Do not divulge information regarding future board actions or plans until such action is officially taken.
- Observe any publicity and information policies of the board and library. Do not give information individually but refer requests to the librarian or appropriate representative to interpret policies.
- Treat the library director and staff members in an objective manner. Under no circumstances should you listen to grievances of staff members or treat individual problems on your own. The library director is in charge of the staff and has administrative control up to the point where a grievance is presented to the library board through the established process.
- Do not suggest hiring a relative as library employee, or two members of the same family.
- All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting. Even the chairperson should abide by this rule.
- Do not hold board meetings without the library director.
- Complaints from the public are the library director's responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if policy revisions are necessary or legal ramifications are involved.
- Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.