

# **Lewistown Public Library Board Trustee Job Description**

[www.lewistownlibrary.org](http://www.lewistownlibrary.org)

406-538-5212

The Lewistown Public Library Board of Trustees provides governance for the Lewistown Public Library. The Trustees establish policy, set goals, hire and evaluate the director, establish and monitor the annual budget and exercise such other powers, not inconsistent with law, necessary for the effective use and management of the Lewistown Public Library.

## **The Responsibilities of a Trustee:**

1. Participates in the ongoing responsibilities of the Board, including planning for current and future library services and programs, setting long and short-term goals for the Library.
2. Advocates for the Library in the community and represents the interests and needs of the community. Acts as a liaison with the public, interpreting and informing local governments, media and the public of library services and needs. Attends appropriate Library functions.
3. Maintains an awareness of library issues and trends and the implications for library users.
4. Participates in setting and monitoring the annual budget and expenses throughout the year.
5. Assists in establishing, reviewing and adopting written policies to govern the operation and services of the Library.
6. Attends all regular monthly and special meetings of the Board, and participates in committees and activities as necessary; participates in training programs and interest groups for library trustees.
7. Understands pertinent local and state law; actively supports library legislation in local, state and nationwide issues.
8. Lends expertise and experience to the Library organization.
9. Ensures compliance with open meeting laws and Roberts Rules of Order for meetings.
10. Hires, sets salary, evaluates and supervises a qualified library director, who implements Board decisions and carries out the day-to-day operations of the Library.

## Qualifications for a Trustee

1. Is interested in the Lewistown Public Library and its services.
2. Can contribute adequate time for effective participation in Board activities and decision-making.
3. Has the desire and ability to attend Trustee Training opportunities and committee meetings as needed.
4. Will represent the needs and varied interests of the community at large and the Lewistown Public Library.
5. Has strong interpersonal and communication skills.
6. Ability to work with governmental bodies, agencies and other libraries and trustees.
7. Ability to handle opposition and make informed decisions in the interest of excellent public library service.

## **Time Commitment for a Library Board Trustee:**

The Library Board meets monthly for an hour and a half. (Currently the second Thursday of each month at 1:30 p.m.)

Under Montana law, trustees shall hold their office for five years from the date of appointment and until their successors are appointed. Members shall serve no more than two full terms in succession.

Special meetings or committee meetings may be called at times that are convenient to trustees as needed. Training opportunities for trustees are available at different times of the year.