

Lewistown Public Library



701 W Main St
Lewistown, MT 59457
406.538.5212
lewistownlibrary.org

JOB DESCRIPTION LEWISTOWN PUBLIC LIBRARY BOARD OF TRUSTEES

TERM

April 2024 to March 2029

APPLICATION PROCESS

Job descriptions are available at the LPL or on our website. Applicants must submit a letter of intent explaining qualifications and interest to City Manager Holly Phelps by March 6 at 5 PM. The City Commission will appoint a Trustee on April 1. Duties begin in April. For more information, contact Alissa.

OVERVIEW

The Lewistown Public Library Board of Trustees provides governance for the Lewistown Public Library. The Board establishes policy, sets goals, hires and evaluates the director, establishes and monitors the annual budget and exercises such other powers, not inconsistent with law, necessary for the effective use and management of the Lewistown Public Library.

TRUSTEE RESPONSIBILITIES

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.

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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 Robert's 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

1. Interest in the Lewistown Public Library and its services.
2. Able to contribute adequate time for effective participation in Board activities and decision-making.
3. Desire and ability to attend Trustee training opportunities and committee meetings as needed.
4. Able to represent the needs and varied interests of the community at large and the Lewistown Public Library.
5. 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

The Library Board meets monthly. (Currently, meetings are scheduled on the third Thursday of the month from 1:30-3:30 p.m. in the Library's Upstairs Meeting Room.) Trustees also need to budget time to review monthly Board packets, serve on committees, attend meetings of the City or County Commissions, and volunteer at Library events.

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 and some continuing education is required.

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.