

Roles & Responsibilities of Library Trustees

The Board of Trustees is the legally mandated entity authorized to:

- Adopt Mission Statement and board governance rules
- Maintain control over building and grounds
- Approve annual budget and the expenditure of all funds
- Hire the Library Director; provide guidance through policy
- Adopt policies, rules and regulations
- Library Trustees = stewards of the public interest
- Adhere to Library Trustee Job Description
- Help develop and understand the library's "global view"
- Observe Open Meetings Act requirements
- Delegate daily management of library to Director
- Evaluate Director – Policy provides details for process

Individual responsibilities include:

- Maintain confidentiality of Board matters
- Communicate effectively with the Director and each other
- Support the decisions of the Board and the Director; speak with one voice
- Become familiar with library services and programs
- Advocate for the library within community
- Conduct self appropriately at Board meetings and monitor the behavior of others
- Recognize/Respect Board, Director, and Staff roles; avoid inappropriate communication/refer staff to Director
- Avoid Conflicts of Interest

Liabilities:

- Maintain acceptable, ethical behavior at all times
- Follow Open Meetings Act-Board Meeting policies
- Policy for Freedom of Information Requests
- Avoid: "acts in excess of authority; errors in acts; nonfeasance; negligence; intentional violations of civil law"
- Conflict of Interest disclosure; written declaration:
 - Legally and ethically obligated to disclose conflicts
 - Excuse self from discussion
 - Excuse self from votes
 - Adequate level of insurance coverage; D & O

Board

- Hires Library Director
- Delegates management of daily operations to Library Director
- Approves budget and monthly expenditures
- Guides strategic planning
- Approves Board and library policies
- Evaluates Director

Library Director

- Hires, disciplines, and terminates library employees
- Proposes and manages budget; hires outside firm to perform audit
- Manages daily operations; keeps Board informed
- Develops goals/objectives to achieve strategic plan
- Writes/administers policies governing library operation
- Evaluates library employees

Working Together: Roles and Responsibilities Guidelines

Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.	Join the Friends of Connecticut Libraries as a resource to better support the library.

