



Meridian Library District TRUSTEE JOB DESCRIPTION

JOB SUMMARY

The public library Board of Trustees is made up of five elected volunteers who are legally responsible for overseeing the efficient and effective operation of the public library. Individual board members have no legal authority over the library. The Board only has authority when it makes a group decision in a legally constituted meeting that complies with the requirements of the Idaho Open Meeting Law. The powers and duties of the Board are set forth in Idaho Code Section 33-2720.

ESSENTIAL FUNCTIONS

- Determine the goals and objectives of the library and methods of evaluating progress toward meeting them;
- Relate the library and its programs to the community and its needs, discovered through systematic study of the community and through systematic analysis of library service;
- Determine and adopt written policies to govern the operation, use, and program of the library.
- Adopt bylaws for board procedures;
- Review library policies on a regular basis;
- Know local, state, and national laws which affect libraries, and play an active part in initiating and supporting beneficial library legislation;
- Attend board and committee meetings and carry out special assignments properly;
- Be informed about the financial status of the library;
- Work with the library director to formulate a budget adequate to carry out the library's goals and objectives, within limitations of the state law;
- Present the budget to the funding agency, public officials, and the general public and explain and defend it;
- Work to establish adequate funding for library facilities, staff and services;
- Explore ways of increasing the library's income through tapping other sources and taking advantage of available means of cooperation with other libraries;

*Adopted by the Meridian Library Board of Trustees 12/10/2013
Revision & Reviewed 06/26/2024*

- Employ & pay an adequate salary to a competent and qualified library director and evaluate the director's performance annually;
- Provide adequate compensation and reasonable fringe benefits for all employees;
- Represent the community and communicate its needs and priorities to the library director and reflect them in goals, objectives, and policies;
- Interpret the library and its needs to the community by speaking at civic organizations and to individuals in a positive way about library goals and objectives;
- Be an active advocate for the library in the community

DEVELOP HIS/HER OWN BACKGROUND BY

- Reading and understanding the specific laws that govern the library;
- Attending regional, state and national library association meetings and workshops when possible;
- Joining appropriate organizations working for improved libraries;
- Studying library publications;
- Cultivating general intellectual curiosity.

DESIRED EDUCATION AND EXPERIENCE

- Active library patron;
- Interest in the library;
- Experience with library program attendance.

DESIRED QUALIFICATIONS

- Ability and willingness to attend meetings of the board including regular monthly meetings and special meetings;
- Ability and willingness to study the role of the library trustee;
- Ability and willingness to learn what is going on in the library community by participating in state library organizations and attending continuing education opportunities in the area;
- Ability and willingness to promote the library within the community;
- Ability and willingness to participate.

BEING A LIBRARY BOARD MEMBER IS NOT JUST AN HONOR. IT IS A RESPONSIBILITY.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.