

## Library Trustee River Forest Public Library

**Description:** A part-time volunteer position serving as a voting member of the Library Board of Trustees, the governing body of the Library.

**Reports to:** Fellow trustees and the community of River Forest.

### **Duties and Responsibilities:**

- Hire a qualified Library Director to manage the daily operations of the Library and evaluate director's performance annually
- Establish policies for the function of the Board.
- Adopt policies to govern the fiscal policies, operations, collections, services, programs and employment practices of the Library.
- Maintain financial accountability for the Library budget and fiscal documents.
- Assess maintenance of library and authorize remodeling/repairs as needed.
- Determine the strategic goals of the library in relation to community needs, library standards and library trends.
- Assesses the long-range financial needs of the library and the adequacy of funding to meet those needs.
- Advocate for and promote the library in the community.

### **Time Requirements:**

- Attendance at the regular monthly Board meeting held the 3<sup>rd</sup> Tuesday of each month and attendance at Committee meetings as required.

### **Necessary Skills, Knowledge and Abilities:**

- Ability to prepare for and participate in scheduled meetings.
- Ability to work effectively with other trustees.
- Ability to define problems and make decisions.
- Commitment to uphold the principles of intellectual freedom.

### **Qualifications for Position**

- River Forest resident of voting age.
- Enthusiasm for libraries
- Willingness to learn about and discuss library issues.