

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 Director to manage the daily operations of the Library and evaluate the Director's performance annually.
- Establish policies for the functioning of the Board.
- Adopt policies to govern the operations, collections, services, programs and employment practices of the Library.
- Oversee the Library budget and fiscal documents.
- Authorize remodeling/repairs of Library Building.
- Determine the strategic goals of the Library in relation to community needs, library standards and library trends.
- Assess 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:

- Prepare for and attend the regular monthly Board meeting held the 3rd Tuesday of each month, attend special meetings as may be held from time to time, and attend (at least one) quarterly Committee meeting.
- Participate in Library and River Forest Public Library Foundation events

Necessary Skills, Knowledge and Abilities:

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

Qualifications for Position

- River Forest resident registered to vote.
- Enthusiasm for libraries.
- Willingness to learn about and discuss Library issues.