

FLATHEAD COUNTY LIBRARY TRUSTEE JOB DESCRIPTION

The Flathead County Library Board of Trustees is a volunteer group of individuals who assume fiscal oversight and policy direction for the organization pursuant to Montana State Law ([MCA 22-1-309](#)).

Generally, the responsibilities of the Board of Trustees include: hiring and evaluating the performance of the Library Director; setting policies for the organization; approving the organization's operating budget and overseeing its implementation; and serving as an advocate and spokesperson for the Library. Learn more about Library Trustee job duties by reviewing the [Montana State Library Trustee Manual](#).

QUALIFICATIONS

- Serious commitment to being a library Trustee.
- Serious commitment to the adequate provision of public library services within your community.
- Ability to attend regularly scheduled board meetings and be an active member of the library board, and its committees, including preparation time and decision making.
- Willingness to become familiar with Montana library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to knowledge, information, and diversity of ideas needed by community members
- Commitment to freedom of expression and inquiry for all people.
- Ability to represent needs and varied interests of the community at large and the library.
- Strong interpersonal and communication skills.
- Ability to work with governmental bodies, agencies and other libraries.
- Ability to handle opposition and make decisions in the interest of public library service.

RESPONSIBILITIES AND PRINCIPAL ACTIVITIES

1. Prepares for and attends all regular board meetings and special meetings of the Board. Participates in committees and activities as necessary; attends library functions and attends training and educational workshops. Lends one's expertise and experience to the organization. Ensures legal and ethical integrity and maintains accountability.
2. Participates in the ongoing responsibilities of the governing body. Determines, develops and adopts written policies to govern the operation and services of the library. Reviews policies on a regular, systematic schedule.
3. Studies the needs and interests of the community and assures they are addressed, as appropriate by the library. Represents the needs and interests of community members. Maintains an awareness of public library issues and trends and the implications for public library users.
4. Works with the municipal governing body to obtain adequate library funding. Assists in the review and approval of the annual budget and monthly expenditures as presented by the library director. Monitors budget and expenses throughout the year.
5. Assists in the formulation and adoption of a long range plan for the library. Periodically reviews and revises long-range plan. Establishes short and long term goals for the library.

6. Hires, supports, evaluate and releases the Library Director. Supervises and supports a qualified Library Director to implement board decisions and directions and to carry out the day-to-day provision of library services. Regularly assesses the performance of the director and provides suggestions for improvements.
7. Assists in determination of and advocates for reasonable staff salaries and benefits.
8. Acts as an advocate for the library and a liaison with the public, interpreting and informing local government, media and public of library services and needs.
9. Understands the principles and issues relating to intellectual freedom and equitable provision of public library services. Understands pertinent local and state law; actively supports library legislation in the state and nation.
10. Ensures compliance with Montana's open meeting laws.
11. Reports activities to County Commissions annually and makes recommendations regarding Library Board vacancies.
12. Reviews and signs necessary contracts.

TIME COMMITMENT

The board of trustees meets monthly at a time convenient to members. Meetings generally last about three hours. Meetings are generally held at the Library and are usually during a weekday.

Members are appointed by the County Commissioners to a five-year term (or to complete an unexpired term). Members shall serve no more than two full terms in succession. Special meetings or committee meetings may be called as necessary at times convenient to members as well as complying with open meeting laws.

Members will be responsible for attending training and educational workshops as needed to best perform the duties and responsibilities of trustee.