

## 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](#)).

Trustees are appointed by the County Commissioners to a five-year term (or to complete an unexpired term). Trustees shall serve no more than two full terms in succession (not including the fulfillment of a vacancy).

Responsibilities of the Board of Trustees include: hiring, evaluating, and discharge of the Library Director; setting policies for the library; approving the library's operating budget and overseeing its implementation; attending required trainings and workshops; 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

- Ability to prepare for, actively participate in, and attend regularly scheduled monthly board meeting, committee work sessions, and special meetings called as needed.
- Ability to become familiar with Montana library law.
- Strong interpersonal and communication skills.
- Ability to work with governmental bodies, agencies and other libraries.
- Ability to function on a public board, follow Montana's open meeting laws and Robert's Rules of Order, and make reasoned decisions in the interest of public library service.

### TIME COMMITMENT

The Board of Trustees meets monthly at a time and location convenient for Trustees and conducive to public participation. Meetings generally last about three hours. Committee work sessions, special meetings, and a yearly planning retreat are scheduled as needed. Trustees are also expected to attend training sessions and workshops on a regular basis.

Approved: 12/4/2025

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**Dave Ingram, Chair**  
**Library Board of Trustees**