

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

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