



417 Sycamore Clarkston Washington 99403

## LIBRARY TRUSTEE JOB DESCRIPTION

The Board of Trustees determines the basic policies for the Library's operation and selects the Director to whom the Board delegates the authority and responsibility for administration of the Library. The Board, with the assistance of the Director, develops the Library's annual budget, apportions the funds collected by the county, and authorizes and oversees all major expenditures.

The members of the Board are appointed by the Asotin County Commissioners for a five year term. According to Washington State Law, two terms are the maximum allowed. The Board is responsible for carrying out duties assigned by state law and local ordinances. The Library Director reports to the Board and is accountable for the proper fulfillment of assigned responsibilities.

A trustee should be interested in the Library and be a current user. He/She should recognize the Library as a center of community culture, education and recreation. He/She should be able to work well with others, and be cooperative with all who work for the benefit of the Library.

### DUTIES AND RESPONSIBILITIES OF THE TRUSTEE:

Meet once a month. Currently, meetings are scheduled for the third Thursday at 3:30 p.m. This is subject to change.

Elect officers and establish various committees.

Evaluate and examine the Library's monthly financial report.

Determine the goals and objectives of the Library and methods of evaluating progress towards them on an annual basis.

Authorize the Director to take specific action as required and to conduct special studies and report the findings to the Board.

Continually appraise the effectiveness of the Director and perform an annual evaluation of the Director.

Be aware of local, state, and federal library laws.

Continually promote the library in the community and explain policies and services whenever called upon by public officials and private citizens.