



Library Board Member Job Description

ACCOUNTABLE TO: The taxpayers and the community of Parkersburg & Wood County.

RESPONSIBILITIES: Responsible for working with other board members to oversee the general operation of the library, establish policy and plans, determine the final budget, and conduct public relations.

DUTIES:

- Attends all board meetings.
- Reads board meeting minutes and other materials sent out before the board meeting.
- Becomes informed about all phases of library operation.
- Participates appropriately in board meetings.
- Serves on committees as assigned by board chair.
- Actively participates in library workshops and activities.
- Visits the library often and becomes acquainted with its services by using them.

QUALIFICATIONS:

- Recognition of the importance of the library and its role in the community.
- Devotion to the progress of the library in its efforts to provide the best possible service for the community.
- Live in Wood County.
- Involved in the community.

SKILLS & ABILITIES:

- Ability to work with people in a respectful manner.
- Sound judgment, a sense of fiscal responsibility, legal understanding, and political awareness.
- Ability to represent the library at public functions and meetings.

DUTIES & RESPONSIBILITIES:

1. Employ a competent and qualified director.
2. Attend all board meetings (4th Wednesday of the month unless otherwise scheduled).
3. Determine and adopt written policies to govern the operation and program of the library.
4. Determine the purposes of the library and secure adequate funds to carry on the library's program.
5. Assist in the preparation of the annual budget.
6. Know the programs and needs of the library in relation to the community; keep abreast of standards and library trends; cooperate with the director in planning the library services, and support the director and library staff in carrying them out.
7. Participate in an ongoing strategic planning process to provide excellent library services.
8. Establish, support, and participate in a planned public relations program.
9. Know local and state laws; actively support library legislation in the state and nation.
10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library.
12. Report regularly to the governing officials and the general public.