MEMBER, BOARD OF TRUSTEES
POSITION DESCRIPTION

SUMMARY

Provides governance for the Bozeman Public Library: establishes policy; sets goals; hires the Library Director; establishes and monitors the annual budget; signs necessary contracts; exercises such other powers, not inconsistent with law, necessary for the effective use and management of the Library.

RESPONSIBILITIES

1. Participates in the ongoing responsibilities of the governing body, including establishment of library policies and planning for current and future Library services and programs.
2. Determines and adopts written policies to govern the operation and services of the Library.
3. Attends all regular and special meetings of the Board, and participates in committees and activities as necessary; attends appropriate library functions.
4. Represents the interests and needs of community members.
5. Lends one’s expertise and experience to the organization.
6. Sets an annual budget and approves expenditure of funds; monitors budget and expenses throughout the year.
7. Maintains an awareness of library issues and trends and the implications for library users.
8. Acts as a liaison with the public, interpreting and informing local government, media and public of library services and needs.
9. Hires, set salary and supervises a qualified Library Director to implement Board decisions and directions and to carry out day-to-day provision of library services.
10. Establishes short and long-term goals for the Library.
11. Understands pertinent local and state law; actively supports library legislation in the state and nation.
12. Ensures compliance with open meeting law.
13. Reviews and signs necessary contracts (i.e. contract with Gallatin County).
14. Reports activities to City and County Commissions annually.
QUALIFICATIONS

Interest in the Library and its services; ability to contribute adequate time for effective participation in Board activities and decision making; 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 library service.

TIME COMMITMENT

The Board of Trustees meets monthly at a time convenient to members. Meetings generally last about one to two hours. Meetings are generally held at the library and are usually during a weekday.

Members are appointed by the Mayor with the advice and consent of the City Commission 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.