

## **LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES, AND RESPONSIBILITIES**

Board of Trustees is the governing board of the Pierce County Library System. The Board assumes fiscal oversight and policy direction for the Library System. Management of the Library is the responsibility of the Executive Director and administrative staff. The Board's duties include broad responsibilities required for the efficient management of a tax-funded institution and legal powers vested in the Board by Washington State law (RCW, Title 27.12).

### **Desired skills and qualifications:**

- ☐ Experience with finance and management.
- ☐ Knowledge and interest in public policy and legal issues.
- ☐ Knowledge and interest in real property acquisition and development.
- ☐ Understanding of government legislation/legislative process.
- ☐ Understanding of strategy development.
- ☐ Familiarity with organizational diversity and inclusion.
- ☐ Cultural awareness.

### **Primary responsibilities of the Board include:**

- ☐ Adopting written policies to govern the operation and services of the Library.
- ☐ Approving and monitoring the Library's annual budget, and ongoing fiscal health.
- ☐ Overseeing the Library's tax levy, which may include elections.
- ☐ Planning for the future of the Library, setting long-term strategic direction and goals.
- ☐ Acting as an advocate for the Library and a liaison to the public, organizations, and public officials.
- ☐ Hiring the Executive Director and evaluating performance.
- ☐ Accepting gifts of money or property for Library purposes.
- ☐ Obtaining land and buildings for Library purposes, and ensuring they are maintained.

### **Additional responsibilities and principal activities:**

- ☐ Study the needs and interests of the community and ensure they are addressed when considering Library services and policies.
- ☐ Become familiar with Library law, principles, standards, trends, and issues.
- ☐ Lend expertise to the Library.
- ☐ Ensure Library policy and practices are legal and maintain ethical integrity and public accountability.
- ☐ Attend when possible, American Library Association, Washington Library Association, or other appropriate conferences or learning opportunities related to providing effective Library decision-making.
- ☐ Stay current on library trends.
- ☐ Encourage and support Pierce County Library Foundation work and activities.
- ☐ Foster cooperation with other area libraries, agencies, governments, and organizations to maximize use of available resources.
- ☐ Ensure the Library and Board operate in accordance with state and local laws, including open meeting laws.
- ☐ Approve necessary contracts.
- ☐ Determine the need and authorize the Library district to place levy or bond measures before the voter.

**Expectations:**

- ☐ Serious commitment to the work of a Library Trustee.
- ☐ Dedication to the provision of high quality, contemporary Library services.
- ☐ The ability to prepare for, attend, and actively participate in regularly scheduled board meetings, study sessions, and major Library events.
- ☐ A commitment to freedom of expression and inquiry for all people.
- ☐ The ability to handle opposition and make decisions in the interest of Library service to the community.
- ☐ An open mind, curiosity, respect for the opinions of others, and ability to work cooperatively.

**Appointment/Term of office:**

- ☐ The Pierce County Executive appoints Trustees to serve a five-year term. A maximum of two terms may be served.
- ☐ Leadership positions on the Board rotate.
- ☐ Trustees must live in the Library's service area.

**Time commitment:**

The Pierce County Library Board of Trustee meetings are generally scheduled on the second Wednesday of the month at 3:30 p.m. at the Administrative Center & Library in the Midland/Summit area or one of the Pierce County Library locations. Special meetings or study sessions are called as necessary at times convenient to members.