Grand County Library District
Trustee Job Description

General Function
Participate as a member of a team (the library board) to protect and advance the interests of the broader library community by effectively advising the Executive Director in the policies, promotion, and development of the Grand County Library District. Three-year term.

Qualifications

- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice
- Voting resident of Grand County, Colorado
- GCLD library cardholder
- Adds to the diversity of the board by understanding and representing the views and opinions of community members, no matter the origin, age, or background
- Willing and able to give time and talent to the library; schedule permits participating in monthly meetings, occasional committee meetings, special library functions and other community events at which the library is promoted
- Commands confidence and respect in the local community
- Functions well in committees, group discussions, public events
- Ability to assess information and make important decisions
- Courage to state one’s views on important issues and speak openly and directly with staff and other Board members
- A strong sense of legal and ethical conduct appropriate to the position

Desirable Traits

- Active in the local community, interested in people — their problems and potentials
- Good communication skills
- Understands library development plans
- Experience with library boards or library operations
- Current library user

Principal Activities - Roles and Responsibilities of a Library Board Member

- Active meeting participation and regular attendance at monthly Library Board Meetings, committee meetings, and special events.
- Understands and makes decisions on library issues — purpose, goals, programs, policies, priorities, and laws affecting libraries.
- Learns and shares knowledge of issues that may affect the library. Reads distributed materials before each meeting.
- Provides counsel, advice and encouragement to the staff. Assists the staff as requested by the library director.
• Advises the library director on library matters and assists in the orderly and efficient management of the library.
• Reviews the annual library budget request.
• Signs checks for payables/payroll in the absence of Executive Director.
• Encourages gifts of money to the library.
• Approves library policies and by-laws (50-3.5)
• Reviews the qualification of any final candidate for the position of library director.
• Participates in the goal setting process for the library board and the library.
• Promotes the library as a quality resource for convenient access to information in a rich variety of formats for the interest, information and enlightenment of all people of the community.
• Represents the library to other community groups and at events.
• Participates as an advocate of the library to governmental and political organizations when legislative or other governmental decisions may impact the library.
• Becomes familiar with the state and national library community. Participates in statewide or regional library events and meetings.

TERM: 3 years from date of appointment or end of term for a position vacated early.

Board Officer Job Descriptions (TERM: Two years January-December)

President

• Presides at all board meetings.
• In collaboration with the Executive Director, prepares meeting agendas.
• Serves as the chief spokesperson for the library board.
• Creates committees and appoints members as necessary.
• Communicates as necessary with the Executive Director.
• Serves as ex-officio member of all committees and attends committee meetings as necessary.
• With the Executive Director, gives an annual “State of the Library” report to the Grand County Commissioners.

Vice President

• Fulfills the obligations of the President in his or her absence.

Treasurer

• Serves as the chair of the Finance Committee and serves on other committees as directed by the Board President.
• In collaboration with the Executive Director and Finance Director, officially authorizes preparation of GCLD budgets, audits and other financial reporting.
• Understands the financial functions, activities, and reporting of the GCLD and officially represents them to the public.
• Serves as the Treasurer of the Grand County Library Foundation.
Secretary

- Presides at board meetings in the absence of the President/Vice President
- Takes notes during executive sessions
- Creates Letter to Commissioners for appointment of a new trustee or other correspondence