

Bellingham Public Library Policy

Title: 1.203 BELLINGHAM PUBLIC LIBRARY BOARD OF TRUSTEES JOB DESCRIPTION
Code: 1 Administration Services
Chapter: 1.200 Library Board of Trustees
Type of Policy: Departmental
Date Developed: 15 July 2008
Date Revised: 19 November 2013
Revised by: Pam Kiesner
Developed by: Pam Kiesner, Faye Hill, Vicky Marshall
Approved By: Library Board of Trustees

Cancels:
See Also:

Library policy:

[1.201 Bellingham Public Library Board of Trustees Bylaws](#)

[1.202 Bellingham Public Library Board of Trustees Code of Ethics](#)

Codes and Laws:

[RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties](#)

[RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation](#)

[RCW 42.30 Open Public Meetings Act](#)

[Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements](#)

[Bellingham City Charter 7.02 Library Boards](#)

Scope

This job description applies to all Bellingham Public Library Trustees.

Policy/Conditions

Responsibilities of a Library Board Member

1. Represent and advocate for the community to the Library Administration and promote library services to the community.

Board members will:

- study, both formally and informally, the needs and interests of the community and ensure they are addressed by the library
- address petitions, suggestions and complaints by members of the public
- advocate library services to the community through contact with community groups and build rapport with the government officials including the Mayor and City Council

2. Establish library policy.

Board members will:

- participate in developing service-oriented library policies to govern the operation and services of the library
- regularly review, revise, or reaffirm library policies

3. Control the finances of the library.

Board members will:

- assist the Director in achieving adequate funding for the library from the City of Bellingham and other sources
- regularly review and approve financial reports of income and expenses

- work with the Director to present and defend the library's budget to the City Council
- lease or purchase land; lease, purchase, or construct appropriate buildings; or, acquire other properties as needed for library purposes

4. Plan for the future of the library and monitor the effectiveness of library services.

Board members will:

- plan for the library's future by assisting the Director in developing the library's mission statement and strategic plan
- review the strategic plan annually to evaluate the effectiveness of library services and to ensure that it is responsive to changing community needs

5. Hire and evaluate a Library Director.

Board members will:

- employ a competent and qualified Director
- work as a team with the Director
- annually assess the Director's performance
- direct and review the Director's responsibility of administering the library

6. Maintain and adhere to board bylaws and code of ethics.

Board members will:

- use the *Bellingham Public Library Board of Trustee Bylaws* to conduct its meetings and transact its business
- amend the *Trustee Bylaws* as needed
- abide by the *Bellingham Public Library Board of Trustees Code of Ethics*

Required qualifications

Residency

- be a United States citizen, resident of Washington State for at least the last three years, and a resident of Bellingham for the last two years

Preferred qualifications

Willingness to participate in Board activities:

- commit to five years of service
- prepare for and attend regular and special Board meetings
- actively participate in and contribute to meetings and work of the Board
- publicly support all decisions made by the Board
- serve on committees as appointed by the Board Chair
- abide by *Trustee Bylaws* and *Code of Ethics*
- meet with community groups, individuals, and government officials

Willingness to learn, devote time to, and become informed about:

- all phases of library operation and visit the library often
- the duties, responsibilities and authority of trusteeship
- core principles and issues of intellectual freedom including the *ALA Library Bill of Rights* and its interpretations, the *Freedom to Read* statement, confidentiality of patron records and the public's right to information
- current library trends and practices by reading the literature, taking advantage of training opportunities in conferences and workshops, visiting other libraries and talking to trustees from other libraries

- local, state and federal library laws
- library legislation, and when possible, attend Library Legislation Day

Helpful personal characteristics:

- concerned awareness of needs and interests of the community
- sound judgment
- sense of fiscal responsibility
- political skills
- ability to work cooperatively with others
- leadership skills
- initiative and ability to plan creatively
- ability to withstand the pressure of challenges from members of the community

Library Board reviews this policy.

- This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.