

## **Library Trustee**

### **Definition**

Library Trustees serve as dedicated stewards of the Robert R. Jones Public Library District. The Board of Trustees functions as the governing body of the library, providing oversight, strategic leadership, and financial accountability in accordance with Illinois law and the Public Library District Act of 1991.

Trustees represent the interests of the community, support the Library Director, uphold the mission of providing free and equitable access to library services, and ensure the long-term health and sustainability of the library.

### **Duties and Responsibilities**

#### **Duties as a Trustee**

As Individual Trustees:

- Attend regular monthly board meetings (typically held the fourth Thursday of each month at 6:30 p.m. at the library), special meetings, and the annual meeting in June as needed.
  - Notify the Library Director in advance if unable to attend, as quorum requirements are critical.
  - Preview and review agendas, minutes, and board documents prior to each meeting.
  - Participate actively in discussion and decision-making at board meetings.
  - Stand by decisions made collectively by the Board.
- Serve on committees as assigned by the Board President and actively participate in committee work.
- Commit time outside of board meetings for the work of the Board, as necessary and appropriate.
- Participate in activities sanctioned by the Board, including public relations, fundraising, and community events.
- Become informed about library issues through participation in the regional library system, Illinois Library Association (ILA), American Library Association (ALA), and laws governing public libraries in Illinois.
- Attend at least one library-related workshop, seminar, or meeting annually.
- Stay informed about library trends, district matters, and trustee responsibilities.
- Be an advocate for the library and the community it serves.
- Ensure compliance with Illinois statutes governing public library districts.
- Adhere to high standards of ethical behavior and the Trustee Code of Ethics.

#### **Duties of the Board**

As the Governing Body:

- Serve as the official governing body responsible for the library's strategic direction and overall health.
- Hire a qualified Library Director.
  - Evaluate the Director's performance on an annual basis.

- Establish policies for the functioning of the Board, including:
  - Finance policies
  - Bylaws governing meetings and quorum
  - Selection of officers and term limits
- Create and maintain Board Bylaws.
- Create and abide by a Trustee Code of Ethics.
- Participate in developing, reviewing, and approving library policies and long-range plans.
- Write and maintain the library's mission statement.
- Develop and follow a strategic plan addressing library and community needs.
- Develop and approve the annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Approve expenditures, contracts, and major financial decisions.
- Provide financial information and ensure an independent audit as required by Illinois law.
- Authorize salary and benefit plans for library staff.
- Advocate to meet community needs through responsible funding, fundraising, and promotion efforts.

### **Duties of the Board Assisted by the Library Director**

In partnership with the Library Director, the Board shall:

- Write and maintain the Robert R. Jones Public Library mission statement.
- Develop and implement a strategic plan addressing library and community needs.
- Write, review, and support library policies, including:
  - Governance policies
  - Operational policies
  - Human resource policies
- Assess maintenance and long-term planning for the library building and grounds.
- Develop and monitor the annual budget.
- Review financial reports to ensure fiscal responsibility and alignment with budget goals.
- Provide required financial reporting and ensure compliance with Illinois law.
- Advocate for funding, fundraising initiatives, and promotion of library services.
- Support the Director in implementing Board policies and strategic goals.
- Recognize that the Director is responsible for the library's daily operations and administration.

### **Qualifications**

- Must be a resident of the Robert R. Jones Public Library District.
- Demonstrate interest in public service, literacy, education, and community development.
- Willingness to dedicate time and energy to fulfilling trustee duties.
- Ability to collaborate respectfully and effectively with fellow trustees and library staff.
- Commitment to ethical governance and community advocacy.

### **Election and Term of Office**

Trustees are elected in accordance with Chapter 75 of the Illinois Compiled Statutes and Illinois election law.

- Any resident of the District who is a registered voter and interested in the Library may seek election to the Board of Trustees.
- A nominating petition bearing the names of at least fifty (50) registered voters residing within the District shall be filed with the Secretary in accordance with election dates determined by the Rock Island County Clerk.
- Upon Board approval, candidates may alternatively use a petition bearing the number of signatures equal to 5% of the total number of voters who participated in the last Library Board election.
- Candidates must file:
  - A Statement of Candidacy
  - A Statement of Economic Interest
- Petitions cannot be accepted without a receipt from the Rock Island County Clerk certifying that the Statement of Economic Interest has been filed.
- A candidate may withdraw by written, signed, and notarized statement filed with the Secretary in accordance with Illinois law.
- Names appear on the ballot in the order of filing.
- Trustees serve six (6) year terms commencing on the first Monday of the month following the election and ending six (6) years thereafter.

### **Officers**

- Officers (President, Vice President, Secretary, Treasurer) are elected by the Board for two-year terms during the regular June meeting in even-numbered years.
- Officer responsibilities are outlined in the Library Bylaws.

### **Compensation**

Trustees are not compensated for their service. Reimbursement for necessary library-related travel and approved expenses may be provided in accordance with Board policy.