

## **Petoskey District Library - Trustee Description**

2016

Library Trustees are appointed by the Mayor of the City of Petoskey. Trustees are appointed for four year terms, beginning January 31.

### **Basic Trustee Duties**

- Hire the library director; respect and support the role of the library director
- Create, update and enforce library policy
- Ensure that the financial affairs of the library are conducted responsibly
- Attend, participate and be adequately be prepared for monthly Board meetings and any other special meetings set by the Board
- Be a team player during meetings; publicly support all decisions made by the Board
- All officer positions of the Board are rotated: President, Vice-president, Treasurer, and Secretary
- Be a positive advocate for the library and it's services

### **Qualifications**

- Must reside within the legal district of the Petoskey District Library (City of Petoskey)
- Must attend trustee core training courses within one year of appointment, including: Basics & Library Standards, Effective meetings, Relationships between trustees and director. Visit [webjunction.org](http://webjunction.org) for tutorials

### **Knowledge and Skills**

- Knowledge of libraries and the services they provide
- Ability to employ and supervise a qualified library director and periodically evaluate the director's competence.
- Knowledge of basic budgeting and financial reporting
- Ability to assess and adopt policies that will result in the effective operation of the library, in accordance with state and local laws and with full respect for the Library Bill of Rights.
- Ability to advocate for library's needs with local government, community leadership, and state government
- Ability to understand and participate in the ongoing process of strategic planning

### **Preferences**

- Petoskey District Library card holder
- Friend of the Petoskey Public Library