

## **“JOB DESCRIPTION” for GUTTENBERG PUBLIC LIBRARY TRUSTEE**

### **Responsibilities:**

To advocate for the library in the community, to hire and evaluate library director, to oversee the general operation of the library and monitor its effectiveness, to establish policy, to determine the budget, to conduct public relations, and to plan for the future of the library.

### **Duties:**

Attend monthly board meetings and participate appropriately. Read board minutes and other materials sent out before the board meeting. Be informed about all phases of the library operation. Serve on committees as assigned by the board as needed. Lend expertise and leadership to the board for the good of the library. Visit the library often and be acquainted with its services by using them. Be an advocate for the library.

### **Qualifications:**

Possess a true sense of the library’s enormous importance to the economic, social and educational life of the community. Have an appreciation for the library and a desire to provide the best possible services for the community. Maintain a sensitivity to the political conditions in the community. Four board members shall be bona fide citizens and reside within the city limits of Guttenberg; the fifth shall be a bona fide citizen and resident of the unincorporated county and resident of the Guttenberg Public Library Service Area. All board members must be over the age of eighteen years.

### **Skills, beliefs, abilities:**

- The ability to work with people.
- The willingness to lead and preside at board meetings when necessary.
- The ability to plan.
- The belief in the importance of access to the materials of lifelong independent learning for everyone.
- The ability to communicate effectively.

### **Accountable to:**

The taxpayers and the people served by the library.

Once approved by the current Board of Trustees, Library Trustees are appointed by the Mayor and confirmed by the City Council. There is no monetary compensation for this position. Beginning on July 1, terms shall be for six years (Guttenberg City Code 22.04).

The Guttenberg Public Library Board of Trustees typically meets on the fourth Monday of each month at 7:00 p.m. at the Library. This may change due to trustee or director schedules. Special meetings are sometimes called, and committee meetings are held in addition to Board meetings. Please direct questions to Katey Simon, Library Director, at 563-252-3108 or email her at [katey@guttenberg.lib.ia.us](mailto:katey@guttenberg.lib.ia.us).