

Library Advisory Board Member

Job Description: The county library boards and self-directed boards are advisory boards for the local libraries within the Fontana Regional Library system. Members of these boards have no legal responsibility or authority for the control or management of the library. The advisory boards promote the library within the community, and advise local governments within the service area to ensure adequate funding and facilities for the provision of library service. Members must meet all qualifications established by Counties and local bylaws. Members are expected to attend all regularly scheduled and special meetings of the board. Members serve without compensation.

Job Duties

Job descriptions are intended to present a descriptive list of the range of duties performed. Descriptions are not intended to reflect all duties performed and any member may not perform all listed duties.

1. Adopt such bylaws and rules for its own governance as may be necessary and in conformity with federal, state, and local laws, regulations, and codes.
2. Report to the local governmental units.
3. Maintain confidentiality and privacy of protected information.
4. Inform and participate in the development and implementation of the library's long range plan to meet the needs of the community.
5. Ensure compliance with federal, state, and local laws, regulations, and codes, as well as all FRL system policies and procedures in the provision of library service.
6. Attend all Library Board meetings and actively participate in the business before the board.
7. Advise and participate in the development of new library buildings or renovations within the county.
8. Advise in the selection of county or branch librarian as appropriate.
9. Participate in local and regional fundraising activities.
10. Maintain effective communication with County Librarian.
11. Work with local governments, library staff, and support organizations to develop and maintain citizen interest and participation in the growth and development of libraries within the county.
12. Attend county commissioner meetings to advocate for library funding and inform counties of library initiatives and programs.
13. Publicly support and uphold all policies or rules adopted by the governing Board.
14. Establish and maintain viable relationships with community agencies and institutions; develops partnerships to enhance library system awareness and promote services.
15. Support organizational goals and objectives by participating in library system, community, and statewide collaborations.
16. Maintain current knowledge of the laws under which the library is organized, local government fiscal and budget laws, and state and local "sunshine" laws.
17. May be elected to the Regional Library governing board.
18. Board Chair presides over all meeting of the board, appoints all committees, certifies all actions approved by the board, calls for special meetings, and other duties as prescribed in the by-laws.
19. Board Vice-Chair assumes all duties of the Chair in their absence.
20. Board Secretary maintains minutes of board meetings, and making all notices and reports (may be delegated to county or branch librarian).

Qualifications



Library Advisory Board Member

The qualifications listed below are representative of the competencies and training required to perform these duties successfully.

Knowledge, Skill, and Abilities:

1. Knowledge of and interest in public library principles and practices.
2. Knowledge of specific needs of service population.
3. Knowledge of governmental budget development and administration.
4. Knowledge of marketing and advocacy techniques.
5. Knowledge of federal, state, and local personnel law and administrative principles.
6. Knowledge of leadership, motivation, team-building, and conflict resolution practices.
7. Knowledge of Robert's Rules of Order.
8. Ability to balance local community interests with a region-wide perspective.