

Library Governing Board Member

Job Description: The Fontana Regional Library Board of Trustees is the governing board for the full library system. Members of the board are legally responsible for the control and management of the library. In accordance with North Carolina administrative codes and statutes, the governing board makes policy, adopts the annual budget, appoints the Director and Finance Officer, promotes the library within the community, and works with 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 state, counties, and board bylaws. Members are expected to attend all regularly scheduled and special meetings of the board. Trustees 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 the law (07 NCAC 02I .0304).
2. Adopt policies for the regional library system's administration and operation (07 NCAC 02I .0304).
3. Appoint the regional library director and delegate to that person executive powers; to adopt an annual budget for the regional library (07 NCAC 02I .0304).
4. Appoint a regional library finance officer to ensure expenditure of funds consistent with the budget adopted by the regional library board (07 NCAC 02I .0304).
5. Assure compliance with all applicable State and Federal law and eligibility requirements for the receipt of State and Federal funds (07 NCAC 02I .0304).
6. Make recommendations to the governing bodies of the participating local governmental units concerning the construction and improvement of physical facilities of the libraries in the region (07 NCAC 02I .0304).
7. Report to the participating local governmental units (07 NCAC 02I .0304).
8. Provide to the State Library of North Carolina an annual audit of the regional library system consistent with generally accepted accounting principles (07 NCAC 02I .0304).
9. Maintain confidentiality and privacy of protected information.
10. Inform and participate in the development and implementation of the library's long range plan to meet the needs of the community.
11. 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.
12. Attend all Library Board meetings and actively participate in the business before the board. (By-laws)
13. Advise and participate in the development of new library buildings or renovations within FRL.
14. Select, appoint, determine salary and terms of employment, and remove Regional Director and Finance Officer. (By-laws)
15. Regularly evaluate performance of Regional Director and Finance Officer.
16. Participate in local and regional fundraising activities.
17. Maintain effective communication with senior library management.
18. Work with local governments, library staff, and support organizations to develop and maintain citizen interest and participation in the growth and development of all libraries in the region.
19. Attend county commissioner meetings to advocate for library funding and inform counties of library initiatives and programs.

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20. Publicly support and uphold all policies or rules adopted by the Board.
21. Establish and maintain viable relationships with community agencies and institutions; develops partnerships to enhance library system awareness and promote services.
22. Support organizational goals and objectives by participating in library system, community, and statewide collaborations.
23. Maintain current knowledge of the laws under which the library is organized, local government fiscal and budget laws, and state and local “sunshine” laws.
24. Board Chair or other designated board member co-signs checks and drafts in the absence of the Director or Finance Officer.
25. Board Chair presides over all meeting of the board, appoints all committees, certifies all actions approved by the board, calls for special meetings, and executes contracts, deeds and conveyances. (By-laws)
26. Board Vice-Chair assumes all duties of the Chair in their absence. (By-laws)
27. Board Secretary maintains minutes of board meetings, and making all notices and reports (may be delegated to Regional Director). (By-laws)
28. Board Secretary signs instruments that require a signature of the secretary. (By-laws)

Qualifications

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 maintain a region-wide perspective.