

## **APPENDIX 4B—The Role of the Trustee**

Trustees represent the interests of the residents at large of the District.

Duties and responsibilities of Trustees include, but are not limited to, the following:

- hire and supervise the Executive Director
- work with the Executive Director to create developmental goals for the Executive Director and review the performance of the Executive Director at least once a year
- develop and establish policy
- work with the Executive Director to prepare the annual budget and approve the annual working budget
- approve salary schedule changes
- approve and ensure adequate funding for all expenditures
- maintain accurate records of financial transactions and other Board decisions
- obtain information necessary for an adequate appraisal and understanding of the Library's programs and services, and assess how well the Library is meeting the needs of patrons
- direct observations or concerns regarding the operations of the Library to the fellow Trustees and/or Executive Director
- consider Library services and specific actions recommended by the staff
- establish and approve annual plans, goals, and objectives based on the needs of the Library
- select architects and approve preliminary and final plans and specifications for all new buildings and additions and major remodeling projects
- encourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library service in the District
- keep informed on innovations in library services and operations through outside meetings, administration reports, or consultants
- attend Board meetings regularly and prepare in advance for the meetings

- orient new Board members
- comply with all applicable federal, state, and local statutes, ordinances, and regulations

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 9-6-97, Last Revised 09-17-19, Effective 10-1-19)