

**ALACHUA COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
POSITION DESCRIPTION**

POSITION: Trustee of the Alachua County Library District, an independent county-wide government entity with its own tax-supported revenues.

The Library Board of Trustees is a citizen volunteer board which is part of the governing structure of the Library District. The seven citizens who serve as members of the Board of Trustees are appointed by the Library's Governing Board. The Board of Trustees is made up of three Alachua County representatives, three City of Gainesville representatives and one Alachua County League of Cities representative. After applications are received, nominations are made by the appropriate entity. Nominations are then submitted to the Library District Governing Board for appointment.

Responsibilities include developing recommendations as to policy, budget and plans for the Library District, reporting at meetings on matters that may affect the District, responding to requests by the Governing Board for various recommendations, reporting information about Library issues, and listening to and responding to citizens who have questions relating to the Library District and libraries in general. Each Trustee is asked to serve on at least one of the following standing committees: Policy, Legislative, Pension Advisory, Foundation Liaison, Friends of the Library Liaison or Alachua County Legislative Day. The Library Board of Trustees meets once a month. The average amount of time required to serve is 1-2 hours per month.

QUALIFICATIONS

Citizen who resides in Alachua County with a genuine:

- Interest in public libraries.
- Conviction that public libraries are an essential component of the democratic way of life.
- Belief in the freedom of all citizens to have access to the library materials of their choice.
- Willingness to become informed about libraries at local, state, and national levels through regular attendance at scheduled meetings, through reading pertinent materials, and through participation in workshops and conventions.
- Desire to work with staff, the Governing Board, and citizens in providing the highest level of library service feasible to citizens of Alachua County.

ORGANIZATIONAL RELATIONSHIPS

The unique governing structure of the Library District requires that Trustees understand their position in relationship to the Library Director and staff, to the Governing Board, and to the citizens.

LIBRARY DIRECTOR: The Trustees meet as a full Board once a month in public session with the Library Director and staff. Trustees also meet in committees with a staff member attending. With the Director and staff, Trustees develop recommendations as to policy, budget, and plans for the Library District. The Director is responsible for implementation, and for directing the day-to-day activities of the District. The Director brings to the attention of the Trustees matters that require action and provides Trustees with pertinent information for the purpose of decision-making. Trustees individually or as a group report at the meetings on matters that may affect the District.

GOVERNING BOARD: After developing recommendations, the Trustees forward these to the Governing Board for final approval. These recommendations are made by a

Trustee at the regular Governing Board meetings. Trustees respond to requests by the Governing Board for recommendations and report information about Library related to issues.

CITIZENS: As citizen representatives, Trustees have the obligation to listen to and respond to citizens who have questions related to the Library District and libraries in general. Frequently, Trustees act as the source of information in community groups, including speaking and writing about matters related to the District and libraries in general.

SPECIFIC FUNCTIONS

With staff, develop recommendations in the following areas:

- Policies and rules including, but not limited to, personnel, collection management, censorship.
- Goals, objectives, and strategies for the Long Range Facilities and Service Plan.
- Annual budget and request to the Governing Board for appropriation of funds.

As a Board:

- Consider carefully the reports of the Library Director as to the operation of the District, visit the libraries, and take other actions necessary to be aware that the District is being operated in accordance with policies, in line with the funds appropriated, and in accordance with the Long Range Plan.
- Participates in promotion of the Library and library service at local, state, and national levels.
- Work to secure funding in addition to local tax revenue to carry out library programs and to meet objectives and goals.
- Affiliate with professional organizations, and travel to regional, state, and national trustee meetings and workshops.
- Be knowledgeable about the library system and the community in order to assist staff in determining the library service needs of the Alachua County community and establish priorities for that service.
- Prepare annual performance review recommendation of the Library Director, for the Governing Board.
- Submit three names from which the Governing Board will appoint a Library Director.

For more information about the Alachua County Library District Board of Trustees or an application, contact the Library District Administration Office at 352/334-3910 or TDD 352/334-3904.