

TRUSTEE APPLICATION PACKET

The La Conner Library Board announces a vacancy on the La Conner Library Board of Directors, beginning September 2019. Persons interested in applying for the position, should read the following application materials carefully, and then indicate interest by filling out the Interview Application Form at the end of these materials.

Questions about these materials may be addressed to the Board of Directors.

Applicants are encouraged to attend at least one, and preferably two board meetings before deciding if they are interested in submitting an application.

La Conner Library trustees are appointed by the Skagit Board of County Commissioners. The new appointee will become a voting member of the Board upon notification of appointment.

Who is Eligible to be a Library Trustee?

Trustees are volunteers who are appointed to a term of either five or seven years, and as established in state law, can serve a maximum of two terms. (La Conner trustee terms are for 5 years.) Trustees may be removed from office by the appointing authority for just cause, such as not fulfilling the duties of the office.

In library districts the county or counties' legislative authority (ies) appoint trustees. In regional libraries the contracting authorities make the appointment, and in municipalities the recommendation of the mayor or city manager is usually submitted to the council for approval. Library trustee appointments are non-partisan.

No state law prescribes eligibility. Trustees may serve in other governmental positions if the offices are not incompatible. The Washington State Supreme Court judicial doctrine

cites that “Offices are incompatible when the nature and duties of the offices are such as to render it improper, from considerations of public policy, for one person to retain both offices.”

What are the Qualifications for a Library Trustee?

The issues and decisions involved in the administration of the modern public library are varied and complex. Trusteeship is not an honorary position. It is a working relationship with the community, library staff and fellow trustees.

Trustees must devote a great deal of time and express a high level of interest to fulfill their duties. Commitment is the primary qualification for those who serve on the board.

Effective boards consist of informed, dedicated citizens who represent a cross-section of the community. There is a direct correlation between the quality of library service a community offers and the knowledge, capability, and enthusiasm of its board members.

Effective trustees are citizens who have:

- Readiness to devote time and effort to learning about the library in addition to the duties, responsibilities, and authority of trusteeship.
- Recognition of the importance of the library as a center of information, culture, recreation, and lifelong learning in the community.
- Sound judgment, a sense of fiscal responsibility, legal understanding, and political awareness.
- Skill in board management, an open mind, intellectual curiosity, respect for the opinions of others, and the ability to work cooperatively with others.
- Willingness to become knowledgeable about librarianship including application of standards, identifying trends, and new developments.
- Rapport with the community, including a concerned awareness of diverse social and economical conditions, needs, and interests of all segments of the public.
- Position of leadership in the community, government, business, education, finance, law, or related fields.
- Initiative and ability to plan creatively, to establish policies for effective operation of the library, and to withstand pressures and prejudices when providing impartial service to the patrons.

What do Trustees Do?

Trustees are appointed to represent and reflect the community's interest in the library. In carrying out their responsibilities, boards can use the principle, "trust but verify." Trustee Boards delegate management authority to the library director.

To oversee the management of the library and ensure its success, the board of trustees has seven major tasks:

1. Establish the library mission.
2. Define the long-range plan.
3. Set policies that align with the library mission and support both library customers and staff of the library.
4. Evaluate the effectiveness of the library.
5. Oversee the funding and approve the library budget or tax levy.
6. Hire and annually evaluate the director.
7. Advocate for the library.

Here are some examples of Board of Trustees' Duties:

1. Know community needs, keep abreast of library trends, and actively participate in state and national library associations.
2. Set up an organizational structure for the library board and adopt bylaws that meet Open Public Meetings laws.
3. Assure that board minutes, library policies, plans, and other information or reports are available to the public as required by law.
4. Once the board adopts a policy or plan all members support the decision and support staff that implement decisions.
5. In coordination with the director, develop and adopt the library's mission statement, long-range, strategic and annual plans.
6. Know local, state, and federal laws related to libraries.
7. Employ a competent and qualified director, maintain a current job description, and evaluate the director annually on previously agreed upon criteria.
8. Clearly delegate operations to library director avoiding procedural micromanaging.
9. Discuss, adopt, and periodically review policies.
10. Review and adopt the annual library budget or levy, assuring that long-range plan goals will be addressed by the budget priorities.
11. Adopt a clear materials selection policy that supports the diverse needs and interests of the community.
12. Plan for, secure, and maintain adequate funding for the library within legal limits of library funding.
13. Adopt adequate salary scales, benefits, and continuing education opportunities for library staff within budget limits.
14. Actively communicate and discuss library policy issues with the public.
15. Support the library public relations program.

For additional clarification of roles, a chart of the Library Board and the Library director responsibilities is attached.

COMPLEMENTARY ROLES OF BOARD AND DIRECTOR

The following chart provides some examples of the major roles and responsibilities of trustees and of the library director and staff. The general understanding is that “the board sets policy; the director operates the library with the assistance of staff.”

Activity	Board Role	Director Role
Employing library personnel	<ul style="list-style-type: none"> ○ Employ, supervise and annually evaluate the library director. ○ Contract or make other employee agreements with the library director. ○ Take corrective action; may fire director. ○ No role in hiring, firing staff. ○ Refer staff grievances to library director. 	<ul style="list-style-type: none"> ○ Employ library personnel, supervise, and annually evaluate personnel. ○ Take corrective action and/or terminate staff employment in accordance with personnel policies. ○ Investigate and resolve staff grievances.
<u>Mission Statement</u>	<ul style="list-style-type: none"> ○ Adopt mission statement. ○ Employ mission as basis for setting priorities and plans. ○ Interpret mission to community and to community officials. 	<ul style="list-style-type: none"> ○ Act as technical advisor to board, coordinating as needed. ○ Make recommendations for board consideration. ○ Interpret mission to library staff, the community and others.
Strategic and long term planning	<ul style="list-style-type: none"> ○ Evaluate community needs as basis for planning. ○ Adopt plans establishing goals and priorities for future directions. Examine and incorporate Washington’s Statewide Plan Designing our Future, or similar planning documents that address library planning. ○ Communicate plan to community and community officials. 	<ul style="list-style-type: none"> ○ Act as coordinator, technical advisor to board and planning groups. ○ Provide information, make recommendations for board consideration, and report progress. ○ Communicate and interpret plans, goals, and priorities to library staff and community.

<p><u>Annual Work Plan</u></p>	<ul style="list-style-type: none"> ○ Make recommendations in director annual performance evaluation. ○ Monitor Progress 	<ul style="list-style-type: none"> ○ Implement work plan ○ Report progress to board monthly
<p><u>Daily operations</u></p>	<ul style="list-style-type: none"> ○ No role 	<ul style="list-style-type: none"> ○ Responsible for all operational management decisions, including staff assignments and deployment.
<p><u>Board Meetings</u></p>	<ul style="list-style-type: none"> ○ Adhere to open public meeting legal requirements. ○ Follow board bylaws, policies & administrative procedures, ethics. ○ Create and roughly adhere to the annual calendar of responsibilities. 	<ul style="list-style-type: none"> ○ Attend all board meetings as the technical director. ○ Provide research and information for planning purposes. ○ Establish operational procedures to implement approved policies and administrative procedures.
<p><u>Budget and Fiscal Management</u></p>	<ul style="list-style-type: none"> ○ Evaluate and approve budget that supports mission, goals and priorities. ○ Hold public budget hearings and legally certify or file budgets as required by law. ○ Post budget on the website for public perusal and input. ○ Regularly monitor revenue and expenditure fiscal reports. ○ Work to secure adequate library funding. ○ Approve grants or other projects. ○ Approve participation in cooperative library projects. 	<ul style="list-style-type: none"> ○ Identify and evaluate financial needs of library. ○ Develop and present proposed budget that supports library goals and priorities. ○ Administer approved budget. ○ Provide fiscal reports to all board meetings. ○ Work to secure adequate funding. ○ Prepare proposals to funding sources or to participate in cooperative projects. ○ Implement grants or projects as approved.

<p style="text-align: center;"><u>Adopt Library Policies</u></p>	<ul style="list-style-type: none"> ○ Adopt and regularly review policies such as <ul style="list-style-type: none"> ○ Personnel ○ Continuing Education ○ Fiscal ○ Collection Development ○ Customer Services ○ Intellectual Freedom ○ Public Information ○ Equipment use and purchase ○ Facilities. 	<ul style="list-style-type: none"> ○ Recommend new or revised policies. ○ Research and provide information about potential policies and their implications. ○ Present proposed language of policies for consideration.
<p style="text-align: center;"><u>Participate in professional organizations and continuing education</u></p>	<ul style="list-style-type: none"> ○ Affiliate with state, regional and national library organizations. ○ Actively participate in conferences, task forces, as possible. ○ Maintain a board education program. ○ Attend continuing education opportunities in state, region and/or nation. ○ Regularly read library publications as well as resources for nonprofit organizations and governmental bodies. 	<ul style="list-style-type: none"> ○ Affiliate with state, regional and national library organizations. ○ Actively participate in conferences, task forces, as possible. ○ Coordinate opportunities for board continuing education. ○ Attend continuing education opportunities in state, region or nation. ○ Regularly read library publications as well as resources for nonprofit organizations and governmental bodies.
<p style="text-align: center;"><u>Library Services</u></p>	<ul style="list-style-type: none"> ○ Adopt policies that assure services are extended to the entire community, including groups that may be reluctant or unable to use “standard” services. ○ Support the cultural and educational role of the library encouraging individual, life-long learning. ○ Encourage extension of library capabilities by building alliances with organizations that have similar educational and cultural goals. 	<p>Implement and evaluate services that extend a variety of services and materials that meet individual and community information needs. Seek out and coordinate with other libraries and services that enhance community library services, such as literacy groups, Talking Book, and Braille Library.</p>

<p style="text-align: center;"><u>Collection Development</u></p>	<ul style="list-style-type: none"> ○ Adopt policy statements that reflect needs of entire community including support for the freedom to read. ○ Establish materials budget that supports library goals. 	<ul style="list-style-type: none"> ○ Regularly evaluate how effectively collection meets community needs. ○ Provide for selecting and purchasing materials. ○ Inform community of collection development goals and special collections and resources.
<p style="text-align: center;"><u>Marketing Library Services</u></p>	<ul style="list-style-type: none"> ○ Assure that library has plan for marketing the library. 	<ul style="list-style-type: none"> ○ Develop, implement, and evaluate marketing plan. ○ Report results to board.
<p style="text-align: center;"><u>Library Advocacy</u></p>	<ul style="list-style-type: none"> ○ Advocate for the library in the community. ○ Attend meetings and hearings. ○ Seek out allies for the library. ○ Address regional or statewide library issues by communicating with elected officials, and participating in activities that support all libraries such as the annual library legislative day. 	<ul style="list-style-type: none"> ○ Advocate for the library in the local community. ○ Attend meetings and hearings. ○ Seek out allies for the library. ○ Address regional or statewide library issues by communicating with elected officials, and participating in activities that support all libraries such as the annual library legislative day.
<p style="text-align: center;"><u>Library Buildings and Equipment</u></p>	<ul style="list-style-type: none"> ○ Approve expenditures for facilities contracts, for construction renovation. ○ Approve contracts with architects, consultants and others. ○ Provide information to community regarding facts of project funding. ○ Follow Public Disclosure Commission (PDC) rules for bond issues or other campaigns. 	<ul style="list-style-type: none"> ○ Research feasibility of projects; gather information about potential architects, contractors, and other resources for consideration by the board. ○ Implement building plans, purchase and install equipment. ○ Coordinate with architects, other experts. Provide

		<p>funding and other information to community, following PDC rules.</p> <ul style="list-style-type: none"> ○ Provide for ongoing maintenance.
<p><u>Build community support</u></p>	<ul style="list-style-type: none"> ○ Encourage and support Friends of the Library. ○ Volunteer programs that enhance the library capabilities. ○ Adopt a plan to represent the library to the community through meetings, written materials, etc. 	<ul style="list-style-type: none"> ○ Coordinate with Friends of the Library. ○ Provide suggestions for projects and library priorities that Friends may support. ○ Develop volunteer positions as useful and appropriate.

**LaConner Regional Library District
Library Trustee Application Form**

Name:	Telephone:
Address:	Skagit Resident: Yes No
Email:	

Education:

Occupations/Work Experience:

If Retired, Former Occupations:

What past experience do you feel make you qualified to be a library trustee?

My perceived strengths and weaknesses include:

What services do you think the library should provide?

What are your thoughts on a countywide library system and/or co-operative activities between the libraries in Skagit County

Your availability for monthly meetings:

Preferred time:

Have you attended a board meeting, to see if this is something you want to commit to?

Comments:

Effective: 5/7/04; revised 4/10/07