

Crook County Library Board of Trustees

Job Description

Updated November 10, 2022

References: Oregon Revised Statutes 357.400 - 357.621
Crook County Ordinance #140
Oregon Public Meeting Law, ORS 192.610 – 192.690
Crook County Court Order 2022-52

Terms: Term of office is 4 years, from July 1 to June 30
Limit of two, full, consecutive terms

Appointment: Trustees are appointed by the Crook County Court upon the recommendation of the standing Board as outlined in Crook County Court Order 2022-52.

Responsibilities and Duties:

- Prepares for and attends all board meetings and participates appropriately
- Adopts written policies to govern operation of the library and reviews and updates them on a regular basis
- Participates in development and adopts a strategic plan for commitment of resources to meet the needs of the community
- Assists in development of and approves for submission an annual budget adequate for meeting goals and objectives; represents the library at county budget committee meetings
- Reviews monthly financial statements in context of annual budget appropriated for use by the library
- Interprets and advocates for the library's role and plans to governing officials and the general public
- Stays informed about library services and programs and promotes them in the community
- Accepts donations, gifts, grants and bequests
- Participates in recruitment of library director, makes hiring recommendations to the County Court, and regularly evaluates the director's performance, taking action if appropriate
- Participates in library-related continuing education workshops, conferences, and other activities

Trustee Qualifications:

- Commitment to provide the best possible library service for the community
- Ability to represent a wide segment of the community and to represent the board in public forums and act as an advocate for library services
- Readiness to devote time and talents to the duties of a trustee position
- Ability to think clearly, question objectively, and plan creatively
- Skill in communicating and cooperating
- Awareness and appreciation of the public library's past, present, and future role in society
- Willingness to become more knowledgeable about library service and standards
- Understanding of government and library ethics, including guiding principles from the American Library Association

Collectively, the Library Board of Trustees should represent:

- A diversity of interests
- A balance of age, race, sex, and socioeconomic levels
- A variety of occupational and personal backgrounds
- A diversity of geographic areas within the Crook County service area