

Trustee Roles and Responsibilities

Working as a board of five, the responsibilities of trustees can be divided into four general categories:

1. Governance

- a. Ensuring that the board and library's organization follow chapter 26 or 27, title 33, Idaho Code
- b. Building a competent board by
 - i. Recruiting board members who can help move the organization forward by utilizing their knowledge, skills, and abilities (KSAs)
 - ii. Providing a planned orientation for new board members
 - iii. Ensuring that the board is representative of the community's current demographic
 - iv. Utilizing the services of your ICfL area field consultant
- c. Determining library policy, including
 - i. Policies to guide the staff in making decisions and exercising initiative while ensuring the rights, responsibilities, and equitable treatment of library users
 - ii. Bylaws for the board's governance
 - iii. Personnel policies — A district library needs its own personnel policies concerning recruiting, hiring, evaluation, benefits, grievances, and termination. A city library will generally follow the city's human resources (H.R.) policies and procedures.
- d. Ensuring the board's legal and ethical integrity in compliance with the provisions of title 74, Idaho Code, Transparent and Ethical Government
 - i. [Chapter 1, title 74 – Public Records Act](#)
 - ii. [Chapter 2, title 74 – Open Meetings Law](#)
 - iii. Chapter 3, title 74 – not yet assigned
 - iv. [Chapter 4, title 74 – Ethics in Government](#)

- v. [Chapter 5, title 74 – Prohibitions Against Contracts with Officers](#)
- vi. [Chapter 6, title 74 – Public Integrity in Elections Act](#)
- e. Monitoring and strengthening the library’s programs and services, both outputs and outcomes to ensure continuous oversight and improvement
- f. Holding effective and efficient board meetings in compliance with [Idaho’s Open Meetings Law](#), chapter 2, title 74, Idaho Code

2. Finance

- a. Budgeting to carry out the library’s strategic plan
- b. Budgeting to support open hours, staffing, and programming
- c. Budgeting to support the library’s collection development plan
- d. Protecting assets and providing financial oversight as part of the board’s legal responsibilities

3. Personnel / Human Resources

- a. Hiring, supervising, evaluating, and supporting the library director
- b. Budgeting for continuing education opportunities, both for the library’s staff and for the library’s trustees

4. Service and Community Relations

- a. Ensuring effective strategic planning
- b. Engaging the community
- c. Using our voices as committed and informed champions for the mission of the library and the greater good of all public libraries

To fulfill his or her governance role as a library board member, it is critical that each trustee be aware of her or his full powers and duties as defined in Idaho Code:

- The powers and duties of the trustees of a city library are discussed primarily in [chapter 26](#), title 33, Idaho Code. I.C. §§ [33-2702\(6\)](#) and [33-2741](#) also apply to city libraries.
- The powers and duties of the trustees of a district library are discussed primarily in chapter 27, title 33, Idaho Code. I.C. § [33-2620](#) also applies to district libraries.