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.