Kyle Public Library Board

Job Description

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**General Description**

The Library Board, established by Ordinance # 358, shall be responsible for providing the city council and the director with advice and recommendations on all policies, rules, and regulations relating to the administration of the library program and operations.  The Library Board shall have the power to develop and propose to the city council rules and regulations for the proper conduct of the library.

**Roles and Responsibilities**

* Provide input and recommendations, as invited and appropriate, in support of the governing authority’s interviewing and selection of the library director.
* Assist the library director in determining the library’s vision and mission.
* Participate in short-term, long-term, and strategic planning.
* Advocate for adequate resources.
* Assist in development and fundraising activities, including assisting the library director or other groups by identifying potential contributors, e.g., individuals, foundations, organizations.
* Assist in succession planning for new board members by identifying and motivating others to serve on the advisory board when slots become available.
* Be familiar with the library and its policies and procedures.
* Be aware of 21st century librarianship values and responsibilities, such as copyright, confidentiality of patron records/data, and the public’s right to information versus intellectual freedom.

**Board Terms/Attendance**

According to Ordinance #358 Section 3c:

(1) The Board shall consist of five (5) members serving without pay. A minimum of three (3) members shall be City residents or reside within the County of Hays.

(2) The Board shall be appointed by the City Council. The Board, by majority vote, may recommend members to serve on the Board.

(3) Any new Member shall serve for a two (2) year term and thereafter until his or her successor has been appointed and the Council determination of the successor’s qualifications for the position completed.

(4) Vacancies on the Board occurring otherwise than by expiration of the term shall be filled by the City Council for the remainder of that term.

(5) Members shall be eligible for re-appointment at any time following the termination of their two (2) year term.

(6) Members shall serve without compensation, except for reimbursement of expenses as the Council may authorize.

According to Ordinance #358 Section 3e:

(2) Absences. Membership on the Board shall automatically terminate if a Member:

(A) fails to attend three (3) consecutive regular Board meetings, or

(B) moves outside the City limits and the County of Hays.

**Board Member Qualifications**

Board members must demonstrate enthusiasm for volunteer service, commitment to a literate community, passion for the vision and mission of the library, and a successful track record of community leadership. Personal attributes desired include integrity and credibility. In particular, board members should have:

* Knowledge of the community—its needs, interests, and resources.
* Knowledge of the library’s role in regional and national library networks.
* Knowledge of the political process.
* Time to devote to library board meetings, committees, and related work.