

Newton Public Library Board of Trustees Job Description

Title: Library Trustee¹

Basic Responsibilities: Library trustee is accountable for all that happens or fails to happen at the library.²

Qualifications:

- Shall be a bona fide citizen, registered voter, and resident of the city of Newton.
- Must be the age of eighteen (18) years or older.
- Must be an advocate of efficient and effective full service library operations.

Principal Activity:

- To employ and annually evaluate a Library Director and to authorize the Director to employ such assistants and employees as may be necessary for the proper management of the library.
- Adopt personnel policy and set adequate salary and benefits for all staff.
- Determine and adopt written policies to govern the operation of the library.
- Examine budget proposed by Director, revise as needed and officially adopt the budget for presentation to City Council/Mayor.
- Advocate for library through contacts with general public, civic organizations and public officials and work to secure adequate funding to carry out library services.
- Determine the direction of the library by studying community needs. Formulate and keep current a long range plan for the operation and development of current and future library services to meet community needs.
- To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
- Enter into necessary contracts and agreements for the efficient operation of the library.
- Make an annual report to the City Council. To include condition of the library, number of books added, number of books circulated, fines collected and moneys expended.
- Prepare for and attend regularly scheduled board meetings.
- Attend continuing education opportunities on library subjects to keep current on library management, role of trustees, budget, etc.
- Monitor and evaluate all aspects of the library operation.

(adopted:)

¹Newton City Code of Ordinances (2011 Code, § 5.0404)

² Iowa Library Trustee's Handbook 2014