

## V. Responsibilities and Authorities of the Library Board

The authority of the library board and individual trustees can be found in *Chapter 43* of the *Wisconsin State Statutes*, (particularly section 43.58) and the *Wisconsin Public Library Trustee Manual*, as well as in the Forest Lodge Library bylaws.

Members of the Board have a shared responsibility for, and commitment to, the administration of the Library. The roles and responsibilities are outlined in the Board Member Expectations document. Board members are asked to sign the document after receiving an orientation, offered by the Board President and/or the Library Director, within the new Trustee's first month of appointment. Trustees are further encouraged to function as advocates to their federal, state and local governments regarding the benefits and needs of public libraries.

Each library trustee is encouraged to review their trustee essential manual and take advantage of training opportunities offered by the public library system or statewide agencies and organizations. Library funds may be available to facilitate such opportunities.

Adopted: 5/8/2024

Board President:



Carl Lippert

To be reviewed annually.

Review dates: 5/2025

## Board Expectations:

*This pledge is intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Board of Trustees of the Forest Lodge Library. This document is not meant to be a formal contract but rather a set of expectations set forth for all existing and future Board members.*

As a member of the Board of Trustees of the Forest Lodge Library I am fully committed and dedicated to the mission of the Forest Lodge Library. I pledge to help the Forest Lodge Library carry out this mission, consistent with the functions of the office of Board Trustee as stated in the Forest Lodge Library's By-Laws.

## The role of the Board Trustee:

Educate self about Trustee responsibilities.

- Review TRUSTEE ESSENTIALS
- Review Mission and Goal Statement and Library Policies
- Take advantage of annual NWLS Trustee Trainings
- Take advantage of annual webinar week for Trustees
- Board of Trustees has oversight over library finances
- Board of Trustees has oversight over Library Director
- Review Board By-Laws and comply with same
- Respect patron privacy

Attend regularly scheduled Board meetings physically or virtually.

- Preparation; review materials in advance of meetings.
- Trustees should expect to attend a minimum of 75% of all meetings. If attendance should fall below this threshold or of three or more consecutive meetings are missed, the Trustee in question may be replaced or asked to offer their resignation.
- Consider library meeting schedule when making social or travel plans
- Participate in committee work as necessary
- Work to integrate Strategic Plan into regular Board operations

## Library Events.

- Make self available to accomplish assignments for planning and execution of successful event.
- Engage with one's own social network to market event and encourage attendance.
- Be a positive and visible presence at library events.
- Make an effort to attend library programming events when possible.

Library Advocacy.

- Work with rest of Board and Director on an ‘elevator speech’ to accomplish ongoing advocacy work in daily life.
- Keep apprised of library legislative issues and communicate with legislators/write letters to editor in support of libraries and library funding.
- Be open to community input regarding the library and library operations and communicate with the Board, Library Director regarding perceived issues and/or proposed programming ideas.
- Positively represent the library in the community.

Board Trustee signature: \_\_\_\_\_

Date: \_\_\_\_\_