

APPENDIX 4A—The Role of the Trustee

Trustees represent the interests of the residents at large of the District.

Duties and responsibilities of Trustees include, but are not limited to, the following:

- hire and supervise the Executive Director
- work with the Executive Director to create developmental goals for the Executive Director and review the performance of the Executive Director at least once a year
- develop and establish policy
- work with the Executive Director to prepare the annual budget and approve the annual working budget
- approve salary schedule changes
- approve and ensure adequate funding for all expenditures
- maintain accurate records of financial transactions and other Board decisions
- obtain information necessary for an adequate appraisal and understanding of the Library's programs and services, and assess how well the Library is meeting the needs of members
- direct observations or concerns regarding the operations of the Library to fellow Trustees or Executive Director
- consider Library services and specific actions recommended by the staff
- establish and approve annual plans, goals, and objectives based on the needs of the Library
- select architects and approve preliminary and final plans and specifications for all new buildings, additions, and major remodeling projects
- encourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library service in the District
- keep informed on innovations in library services and operations through outside meetings, administration reports, or consultants
- attend Board meetings regularly and prepare in advance for the meetings

- orient new Board members
- comply with all applicable federal, state, and local statutes, ordinances, and regulations

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 9-6-97, Last Revised 10-19-21, Effective 11-1-21)