

# Roles & Responsibilities



CARROLL COUNTY  
PUBLIC LIBRARY  
*Infinite Possibilities*

## Overview

The Library Board of Trustees has the legal authority and responsibility to see that the library is well-managed, and that it operates in accordance with the law as well as with policies established by the Board itself. The Library Board of Trustees exists by virtue of the *Laws of Maryland Relating to Public Libraries, Subtitle 3, County Public Libraries*.

The Board is made up of seven Trustees. Each Trustee represents a community where there is a library location (Eldersburg, Finksburg, Mt. Airy, North Carroll, Taneytown, Westminster, New Windsor/Headquarters). Members must be residents of Carroll County, and live in the general geographic region that they represent. The term of a Trustee for the Carroll County Public Library is 5 years, with a limit of two consecutive terms. The Board traditionally meets the 4<sup>th</sup> Wednesday of each month (with some exceptions), 9 months of the year, beginning at 7 pm.

## General Qualifications:

- Be a resident of Carroll County
- Attend and actively participate in regular and special meetings of the Board. There are 9 meetings per year.
- Demonstrated interest in the library
- Readiness and ability to devote necessary time and effort to this position
- An open-mindedness with respect for the opinion of others
- Ability to participate in creative planning and a willingness to work to carry out plans effectively
- Courage to withstand pressures and to resist influences based on prejudice
- Demonstrated initiative
- Ability to analyze efficiency of business procedures and to be part of the accountability process to the public
- Common sense

## Practical Background and/or Direct Experience in Some of These Areas Is Desirable:

- Operation of local government
- Architecture/building programs
- Education
- Accounting/financial management
- Business
- Executive/management techniques
- Long-range planning
- Human Resources
- Operation of other public boards or commissions
- Technology and its application
- Involvement in community organizations
- Legal
- Public Relations



# BOARD OF TRUSTEES



## ROLES & RESPONSIBILITIES

### Appointment of Library Executive Director

Library Trustees select and appoint an Executive Director who functions as CEO of the library. This Executive Director will manage the day-to-day operation of the organization. The Board delegates to the Executive Director the authority needed to ensure that the library functions within the framework of applicable laws and policies.

### Policy Development and Oversight

Trustees work with the Executive Director and selected staff to develop, review, revise and adopt policies to ensure that the library follows all the regulations and laws of the State of Maryland, has a well-organized structure, is transparent in its practices and is responsive to the needs of the Carroll County community. These policies outline how the library will function. Trustees are responsible to ensure the library follows the policies as approved.

### Budget

Annual operating and capital budget proposals are developed by the Director of Finance & Analysis and the Executive Director. Trustees review, revise and approve these budget proposals, then see that they are forwarded to the County. Trustees advocate that adequate funding be appropriated to meet the service demands addressed by the budget requests. Trustees also review monthly financial reports, to see that the library adheres to approved budgets.

### Liaison Between General Public and Library

Trustees are liaisons between the public and the library. It is the responsibility of the Library Board to see that the Executive Director and staff are informed on how the community views the library. Library staff seek to understand the community's needs and to determine what resources to select to meet those needs; Trustees represent the people of Carroll County throughout that process. Trustees represent the library to the community. They act as advocates for the library, promoting use of the library resources, programs and services, and advocating for adequate, sustained funding for the library through the year. Trustees are chosen on the basis of character, ability, and demonstrated interest in library matters. Trustees must be residents of Carroll County. Trustees are selected to represent the geographic areas in which there is a physical library present and to provide a voice on the Board for the diverse people of Carroll County.

