

SUMMARY OF BOARD DUTIES

- Review materials provided in Board packets posted to the website monthly
- Board of Trustees meet twice monthly:
 - Work Sessions are held the week before the Regular Session at 2:00 p.m. at the Rawlings Library.
 - Provides an opportunity for Board members to review matters requiring Board action
 - Gives staff an opportunity to incorporate Board recommendations prior to Board action at Regular Sessions
 - Formal action is not taken during Work Sessions
 - Regular Sessions are usually held the 4th Thursday of each month at 5:30 p.m.
- Ensure that the library has the resources it needs and is well positioned to deliver excellent services to the community.
- Regular work involves:
 - Reviewing and approving budget and financial statements
 - Communicating with the Executive Director
 - Staying informed of changes within the library
 - Approving policies guiding library operations
- Additional duties include:
 - Providing input on annual and strategic planning
 - Serving as an advocate for the library
 - Attending as many major PCCLD events as possible
 - Attending at least one state, national or other library trustee development program annually

For more information, contact:

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