

**KDLA – July 2015 – Trustee Tip of the Month**  
**Trustee Responsibilities and Director Responsibilities**

The roles that public library trustees and directors play in the guidance and direction of the library's operations are different, but complimentary, with both contributing to the success of the library.

<b>Trustee Responsibilities</b>	<b>Director Responsibilities</b>
<b>Policies:</b> Adopting policies that govern library activities.	<b>Policies:</b> Implement policies adopted by the board. Recommend policies to the board.
<b>Budget:</b> Review and adopt a yearly budget presented by the director. During the budget year, review monthly expenditures for compliance with budget, and amend budget when necessary. Adopt tax rates that support budget needs.	<b>Budget:</b> Create and submit a yearly budget for library activities to the board. Comply with state and local regulations for presenting the budget. Ensure that expenditures fall within approved budget.
<b>Board Meetings:</b> Attend each board meeting, review board documents before meetings, and conduct board meetings according state and local statutes.	<b>Board Meetings:</b> Attend each board meeting and prepare board meeting documents (including reports and budget information) well ahead of scheduled board meetings.
<b>Staff Management:</b> Employ a competent, qualified director and evaluate the director annually. Trustees also adopt personnel policies and job descriptions that create the framework for staff activities, and a salary scale and benefits package that directs staff compensation.	<b>Staff Management:</b> Recruit and hire competent, qualified staff based upon job descriptions and personnel policies. Supervise and annually evaluate staff. Bring recommendations for personnel policies, job descriptions, salaries and benefits to the board.
<b>Continuing Education/Certification:</b> Adopt personnel and board policies that require staff and board certification and continuing education according to state and library requirements. Attend continuing education events.	<b>Continuing Education/Certification:</b> Obtain/maintain required certification according to state requirements. Attend continuing education events. Supervise, direct and support certification and continuing education efforts of library staff.
<b>Library Collections/Programs:</b> Adopt a budget that supports library collection development and programs based upon Kentucky Public Library Standards. Adopt collection development and program policies based upon recommendations from director and Standards.	<b>Library Collections/Programs:</b> Recommend collection development and program budgets and policies based upon Kentucky Public Library Standards. Supervise the selection and maintenance of collections according to professional standards. Support and direct library programs.
<b>Strategic Planning:</b> Create and adopt strategic plans that support the library's mission and further community and library goals.	<b>Strategic Planning:</b> Carry out activities directed by strategic plan. Report progress and suggest future needs to trustees.