

## **Role of the Library Trustee**

Carol Stream Public Library (CSPL) Trustees are elected to a four year term of office. CSPL Trustees are not subject to term limits. The role of the CSPL Board of Trustees is to establish library polices which are implemented into the day-to-day operations by the Library Director and his/her staff. The Board will rely upon the Director's expertise in establishing the policies, however, it is the Board's responsibility to review and approve policies and ensure they are effectively implemented. Additional Trustee information may be found in *Trustee Facts File* published by the Illinois Library Association and Illinois State Library. A copy will be provided to any newly elected trustee or by request made to the Library Director.

CSPL Trustees have many duties and responsibilities which include, but are not limited to:

- Attend Board meetings
- Prepare and participate in Board meetings
- Stand by decisions made by the Board
- Serve on committees
- Represent the Library at community events
- Avoid conflicts of interest and take steps to avoid even the appearance of a conflict of interest
- Trust in the Director's management of day-to-day operations
- Conduct all Library business in accordance with federal, state, and local laws
- Develop and approve budget
- Develop strategic plan

## **Board of Trustee Officers**

Carol Stream Public Library Board Officers are elected every two years. The Carol Stream Public Library has four officers: President, Vice-President, Secretary, and Treasurer. Carol Stream Public Library Board Officers are not subject to term limits.

### **President**

The primary role of the Board President is presiding at board meetings, serving as discussion leader, and appointing committee members. The President, working closely with the Director, prepares board meeting agendas. He/she also signs official documents and may under instruction from the Board represent the CSPL at public meetings and gatherings. When the President speaks on behalf of CSPL, he or she must reflect the adopted positions of the Board, not personal views. As a single member of the Board, the President has one vote.

### **Vice President**

The role of the Vice-President is to preside at board meetings in the absence of the President and perform any other duties as assigned.



### **Secretary**

The role of the Secretary is to oversee the recording of CSPL meeting proceedings.

The preparation of minutes is assigned to staff. The Illinois Open Meeting Act mandates that minutes of all board meetings – including closed or executive sessions – must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location of the Library and made available to the public upon request. The Board must, twice a year, consider whether to open minutes of individual closed sessions or keep them closed. The Secretary also signs official documents.

### **Treasurer**

The role of the Treasurer is to assure that the financial operations of the Library are handled properly.

### **Freedom of Information Act Officer**

Under State law the Library Board must appoint a Freedom of Information Act Officer. This person's duty is to make sure that the Illinois Freedom of Information Act is followed by the library and to deal with Freedom of Information requests. The person appointed to this position may be either a board or staff member. Currently, the Library Director serves as the Freedom of Information Act Officer.

### **Committees**

The President appoints members of committees as authorized by the Library's by-laws.

Most library boards delegate detail work to committees to save the time of the full board. Such committees prepare recommendations for the board's decision, but do not make those decisions on their own.

Standing committees generally deal with ongoing and long-range concerns of the board, such as Facility Maintenance, Finance, and Human Resources. Special or ad hoc committees are created to deal with short term or one-time tasks.

Committees are subject to the Illinois Open Meetings Act: therefore, their meetings should be conducted in public with appropriate advance public notice; and minutes of meetings must be recorded and archived.