

Duties and Responsibilities

<i>The Board</i>	<i>The Director</i>
Employ a competent and qualified library director	Act as the technical adviser to the board; recommend needed policies for board action; hire personnel and supervise their work
Determine and adopt written policies to govern the operation and program of the library	Carry out the policies of the library as adopted by the board
Determine the purpose of the library and secure adequate funds to carry on the library's program	Suggest and carry out plans for extending library services
Know the program and needs of the library in relation to the community; learn standards and library trends; cooperate with the library director in planning the library mission, and support the library director and staff in carrying it out	Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library mission
Establish, support and participate in a planned public relations program	Maintain an active program of public relations
Assist in the preparation of the annual budget	Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting
Know local and state laws; actively support library legislation in the state and nation	Know local and state laws; actively support library legislation in the state and nation
Establish all library policies particularly those dealing with books and material selections, Internet Use Policy, ADA, etc.	Select and order all books and other library materials
Attend all board meetings and see that accurate records are kept on file at the library	Attend all board meetings other than those in which the library director's salary or tenure is under discussion; may serve as secretary to the board
Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations	Affiliate with the state and national professional organizations and attend professional meetings and workshops
Be aware of the services of the Georgia Public Library Service	Make use of the services and consultants of the Georgia Public Library Service
Report regularly to the general public and if an advisory board, to the governing board	Report regularly to the library board, to the officials of the local government, and to the general public

Source: Virginia G. Young, *The Library Trustee: A Practical Guide*, 5th ed. American Library Association, 1995