

Lots of times we are afraid to ask our board members to do too much because we're afraid they will be scared off. I have long observed that more board members resign for lack of meaningful work, than from being overworked!

-Linda Lysakowski

You and Your Nonprofit Board



An effective group spirit on a board is one that attracts its members, makes them want to work with one another, and gives them a sense of pride and satisfaction.

-Cyril Houle

Governing Boards

VISION STATEMENT

As a valued resource, the Michigan Cooperative Directors Association is a state-wide innovator, empowering Michigan libraries to achieve success.

ROLES & RESPONSIBILITIES OF LIBRARY TRUSTEES

Library trustees are the stewards of the public interest

WORKING TOGETHER: ROLES & RESPONSIBILITIES GUIDELINES

RESPONSIBILITIES OF:

General Administrative

Policy

Planning

Fiscal

Advocacy

Meetings

LIBRARY BOARD

Recruit and employ a qualified library director, and provide guidance through policy. Maintain an ongoing performance appraisal process for the director. Communicate effectively with the director and other board members. Delegate daily management of library to director.

Adopt mission statement and written policies to govern the operation of the library.

Ensure the library has a strategic plan with implementation and evaluation components.

Seek adequate funds to carry out library operations. Approve annual budget and the expenditures of all funds.

Promote the mission of the library within the community. Advocate for the library to local officials and legislators.

Participate in all board meetings, maintain confidentiality, and observe the Open Meetings Act.

LIBRARY DIRECTOR

Administer daily operation of the library including personnel, collection development, fiscal, programming, and building and grounds. Act as an advisor to the board.

Apprise library board of need for new policies and policy revisions. Implement the policies of the library as adopted by the library board.

Coordinate and implement a strategic plan with input from library board, staff, and community.

Prepare annual budget as well as managing monthly receipts and expenditures.

Promote the mission of the library within the community. Educate the library board and community regarding local, state, and federal issues that impact the library.

Prepare for and participate in library board meetings. Attend other community and council meetings as appropriate.