

## DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Responsibilities of the DBRL Board of Trustees**

**ADMIN 2-618**

**BOARD**

**SECTION:**

**600 – Library Administration**

**Approved: 05/13/10**

**Revised: 08/16/12**

**Revised: 07/16/15**

**Revised: 02/14/19**

### POLICY

The Daniel Boone Regional Library (DBRL) Board of Trustees (“Board”) has the following primary responsibilities.

- 1) **Determine mission and purpose.** It is the Board's responsibility to create and review a statement of mission and purpose that articulates the library's goals, means and primary constituents served.
- 2) **Set policy for the library.** Policies should be consistent with the public mission of the library.
- 3) **Ensure effective planning.** The Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- 4) **Select the Executive Director.** The Board must reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position.
- 5) **Support and evaluate the Executive Director.** The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the organization. The Board will evaluate the Executive Director annually.
- 6) **Manage resources effectively.** The Board should review and approve the annual budget and monitor monthly financial reports to ensure compliance.
- 7) **Ensure adequate financial resources.** The Board should monitor the status of the library's funding sources and plan for alternate sources of income, if necessary.
- 8) **Serve as a public figure for the library.** The Board should advocate for the library, maintaining and strengthening relationships with local governmental entities, community leaders, voters, and other patrons outside the library.