

## SEYMOUR COMMUNITY LIBRARY

**SUBJECT: Responsibilities of the Sey-CL Board of Trustees    SECTION: Library Board  
BOARD APPROVED: 3/2023**

### **POLICY**

The Seymour Community Library (Sey-CL) Board of Trustees (“Board”) has the following primary responsibilities.

- 1) **Determine mission and vision.** It is the Board's responsibility to create and review statements of mission and vision that articulate the library's purpose.
- 2) **Set policy for the library.** The Board must develop and maintain policies 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 Library Director.** The Board must reach a consensus on the Library Director's responsibilities and undertake a careful search to find the most qualified individual for the position.
- 5) **Support and evaluate the Library Director.** The Board should ensure that the Library Director has the moral and professional support they need to further the goals of the organization. The Board will evaluate the Library 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, district residents, and other patrons outside the library.
- 9) **Delegate library operations to Library Director.** The Board understands that its role is to undertake the responsibilities outlined in this policy and that the library's Library Director is responsible for day-to-day operations of the library.