

**Lewis & Clark Library System
Board of Directors
Qualifications, Job Description, and Meeting Information**

Qualifications:

- Interest in the Library System and its services
- Able to contribute adequate time for participation in Board activities
- Can represent needs and varied interests in community at large and Library System
- Has strong interpersonal and communications skills
- Can work with governmental bodies, agencies, and system libraries
- Can handle opposition and make decisions in the interest of Library System service

Description of Position Responsibilities:

- Attends regular meetings and special meetings of the Board and participates in committees and activities as necessary
- Prepares well for meetings by reading all materials provided before meetings
- Understands that all power rests with the full Board, not individual members
- Lends expertise and shares wisdom to help Board make decisions
- Determines and adopts written policies to govern the operation and services provided
- Participates in orientating new Board members
- Complies with applicable laws, regulations, by-laws, policies, and code of ethics
- Hires a qualified Executive Director to implement Board decisions and carry out day to day provision of services; and evaluates executive director annually
- Approves and monitors annual budget
- Actively supports mission, and long and short-term goals
- Regularly self-evaluates performance and determines needs for improvement
- Resigns when no longer able to devote necessary time to be a good Board member

Meeting Information

The Lewis & Clark Library System Board meets at 6:00 p.m. on the third Tuesday of each month (except for August and December) at the Lewis & Clark Library System Headquarters in Edwardsville. There is a light supper served at 5:00 p.m.