

Bradley Public Library District  
Board of Trustees  
General Information

Duties:

- Develop and monitor budget.
- Establish library policies.
- Hire and evaluate the Director.
- Assess maintenance of library grounds and building.
- Develop long-range plans to address anticipated community needs.
- Promote the library in the community.

Responsibilities:

- Attend board meetings
- Preview agenda, minutes, and documents before each board meeting
- Participate in discussion and decision making at board meetings
- Stand by decisions made by the board
- Serve on committees as assigned by chair

Expectations:

- Know your library: its mission, goals and objectives, its services and programs, the director and staff members, and budget details
- Know the community: its many groups and elements. Represent the entire community's interests
- Promote library services and programs in the community.
- Represent the library at community events.
- Notification of absences prior to Board meetings.