

CARVER COUNTY LIBRARY
BOARD POLICY

Page 1 of 2

CARVER COUNTY
LIBRARY BOARD
JOB DESCRIPTION

Date Approved: 02/08/2022

Previous Policy Dated: 01/08/2019

Next Review Date: 02/2025

The Carver County Library Board consists of five members representing the five member's commissioner districts and appointed from the residents of Carver County for staggered terms of three years. Appointments are made by the County Board of Commissioners through an open appointment policy.

Duties and Responsibilities:

State law gives power to County Library Board to:

- Be responsible for the establishment of policies and rules governing library operations, review of the annual operating budget and five-year capital plan for submission to the county board, development of long-range plans and any other duties delegated to it by the County Board.
- Be responsible for the acceptance of gift and trust funds and notifying the County Board of the acceptance of those funds.
- Have sole authority and discretion in maintaining and developing the collections of the library.
- Be responsible for the use of library meeting rooms.

It is also expected that Library Board members will:

- Attend monthly board meetings, other special meetings called by the President and committee meetings as needed.
- Support local Friends of the Library groups and the Library Foundation of Carver County.
- Promote through a focused effort, constant improvement in library service to the residents of Carver County.
- Ensure that cities provide library facilities in accordance with Library Board policy on the establishment and/or expansion of Branch Libraries.

Further, through a resolution, the Carver County Board of Commissioners also designate to the library board the authority to:

- Establish operating hours.
- Expand the library system within the budget approved by the County Board.
- Ensure that library facilities meet the Minnesota State library standards.
- Establish rules governing library operations.
- Assist the Public Services Division Director in filling any vacancy in the library director position.
- Provide advice and make recommendations on any other matters pertaining to the library system to the Library Director and Carver County Board of Commissioners.
- Be responsible for any other duties delegated to it by the Carver County Board of Commissioners.

Knowledge, Skills and Attributes:

Knowledge of the community—its needs, interests and resources.

Knowledge of the Board’s legal responsibilities and authority.

Knowledge of the library’s role in regional and national library networks.

Knowledge of the political process within Carver County, the State of Minnesota and the nation.

Qualifications:

Reside in Carver County.

Devote time to attend Library Board meetings, participate on committees, and read board materials and library publications to learn about library service.

Strive to provide quality library service that will enable all residents of the county equal access.

Affirm the American Library Association, *Library Bill of Rights*, *Freedom to Read* and *Freedom to View*.