



Willoughby-Eastlake Public Library

## RESPONSIBILITIES OF TRUSTEES

Public Library Trustees are responsible for promoting the highest level of library service within their community. The power of the Board of Public Library Trustees is delineated in Section 3375.40 of the Ohio Revised Code. Listed below are some of the specific tasks:

1. Hire a competent Director and Fiscal Officer
2. Attend and participate in all regular meetings and appropriate committee meetings
3. Serve on two or more standing committees
4. Define the mission and roles of the Library, plan services, and develop supporting policies
5. Secure adequate funds to implement above, and to set and monitor the budget
6. Know local and state laws pertaining to public libraries and actively support library legislation
7. Represent the Library and communicate its role and services to organizations and citizens of the community

Seven Trustees are appointed by the Willoughby-Eastlake Board of Education to serve 7-year terms.

The Board meets the third Monday of each month at 6:00 p.m. with committee meetings held as needed. Committees include: Audit, Buildings, Finance & Planning, Personnel, and Policy.

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