



Added to 5/3/21 Prior to the 5/3/21 Work Session.

Columbia Heights Library Board of Trustees

Board Overview and Member Position Description

Library Board of Trustees Overview

The Library Board is a resident advisory board that guides the policy, programs, and use of the City library, and acts as a liaison between citizens and staff. The board makes decisions regarding library land and equipment. It also sets the levels of service and staffing. The board recommends improvements for the library and has the authority to make reasonable administrative rules and regulations, including the setting of fees. All the library policies and programs are made in accordance with the policies approved by the City Council. Annually, the Library Board approves and recommends to the City Council a budget for the coming year, and at least semi-annually the board approves and makes a line item comparison of its performance against the current budget and recommends transfers of funds among items.

Meeting Date and Time: The first Wednesday of each month at 5:30 pm

Membership: 5 Columbia Heights residents appointed by the City Council. A City Council member serves a liaison to the City Council

Library Board of Trustees Member Position Description

Terms: 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Be a current resident of the City of Columbia Heights.

Desired Qualifications:

The Library Board of Trustees is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- An understanding of and commitment to the fundamental services of a public library, and some familiarity with the Columbia Heights Public Library in particular
- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice
- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in committees and group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other board members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the library within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in monthly meetings (length varies but typically 2 hours)
- Work with other board members and staff to recommend improvements for the library and develop reasonable administrative rules and regulations governing public use of the library and its facilities, including the setting of fees
- Work with other board members to assist the Library Director in developing annual and long term goals for the library
- Seek public input and be an ambassador for the library
- Identify and discuss issues impacting and enhancing our library services
- On occasion, when required; represent the library, or its Board of Trustees, at various community functions