

HIGHLAND PARK PUBLIC LIBRARY  
Trustee Duties and Responsibilities

The Highland Park Public Library is governed by a Board of Trustees, appointed by the Mayor of the City of Highland Park with the approval of the City Council. The Board is composed of up to nine Highland Park residents who share a love of the Library. Trustees are expected to participate as part of the Board team to accomplish the Library's vision and mission:

**VISION:**            *The Community's trusted forum for enrichment and engagement*

**MISSION:**        *Opening doors to information and imagination*

The Trustee represents a community perspective and is expected to represent the Library in the community. All authority rests with the full Board and its designees, not with individual Trustees.

Responsibilities of the Board:

1. Prepare a job description for, hire, and provide regular periodic evaluations of the Executive Director.
2. Determine the mission of the Library and adopt written policies, consistent with that mission, to govern the operation of the Library.
3. Engage in a strategic planning process for the Library.
4. Participate in the annual budgeting process and preparation of the annual levy for the Library.
5. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
6. Advocate for legislation favorable to libraries on the local, state, and national levels, considering [American Library Association's Library Bill of Rights](#).
7. Seek opportunities to learn more about the Highland Park Public Library and about the Library community in general.
8. Be an advocate to the community and constituents for the Library and for Board decisions.
9. Support the Library's fundraising efforts.
10. Participate fully in the Board meeting process. This includes reviewing relevant materials prior to the monthly meeting; serving on one or two Board committees and attending Board and Committee meetings. Each Trustee shall regularly self-evaluate their personal performance on the Board and their ability to support the Library's mission.