

WESTCHESTER PUBLIC LIBRARY

LIBRARY GOVERNANCE

INTRODUCTION

A seven-member Board of Trustees that is responsible for the institution and all aspects of its governance. Since the public library belongs to the community, the library trustee serves as its governing representative within the agency and holds the library "in trust" for the sake of the community at large. Accordingly, library trustees should consider themselves public servants and officials, and the powers delegated to library boards are a public trust.

Duties and responsibilities inherent in this public trust can be defined as being of two kinds: the legal responsibilities imposed upon the Board by statute, and the ethical responsibility of guiding the operation of the public library in a manner which will provide maximum service to the public in accordance with its informational needs and desires.

The Board will govern in accordance with the principles outlined in, [IN The Public Trust: a Reference Manual for Indiana Library Board Members](#).

BOARD MEMBERSHIP

Please see the Library Administration for a current listing of the board membership.

BOARD APPOINTMENT

Public Library Boards are appointed by a variety of elected bodies with the scheduled of appointments determined by the class and type of public library.

The Library Board appointing process provides the following appointing authorities and appointments for the Westchester Public Library, a town-township public library:

County Commissioners - 1 appointment

County Council - 1 appointment

Township Trustee - 1 appointment

Township Advisory Board - 1 appointment

School Board - 3 appointments

Library Board appointments are made for a term of four years except in the case when an appointment is made to fill the unexpired term of a previous appointment.

Library trustees may not serve for more than four consecutive terms for a maximum possible total of 16 years of consecutive service. An appointment made to fill an unexpired term

counts as a full appointment. If a Library Board member reaches 16 years of consecutive service, he must wait out a time period prescribed by law before being eligible for appointment regardless of the appointing authority.

A candidate for Library Board appointment must have resided in the library district for at least two years prior to appointment. There is no provision for automatic recall of a trustee who moves out of the district during the term of appointment.

A member may continue to serve after his term has expired until he is reappointed or a successor is appointed.

A Board member may be removed at any time by the appointing authority, after holding a public hearing, for any cause that interferes with the proper discharge of his duties as a member of the Board or that jeopardizes public confidence in the member.

A vacancy occurs whenever a member is absent from six consecutive regular Board meetings for any cause other than illness. The Secretary of the Board must notify the appointing authority when such vacancies occur.

DUTIES AND RESPONSIBILITIES

Of The Board

1. Employ a competent and qualified Director.
2. Determine and adopt written policies to govern the operation and program of the library.
3. Determine the purposes of the library and secure adequate funds to carry on the library's program.
4. Know the program and the needs of the library in relation to the community; keep abreast of standards and library trends; plan and insure that the library program is carried out.
5. Establish, support, and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Establish among the library policies those dealing with book selection.
9. Attend all Board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library.
12. Maintain communication with governing officials and remain accountable to the general public.