
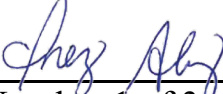


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| Monterey Park Bruggemeyer Library Policy | Policy Number: 01-02 |
| | Issue Date: June 19, 2001 |
| | Revised Date: July 20, 2004; February 20, 2007, June 20, 2017, May 21, 2024 |
| Subject: Library Trustee Job Description | Library Board of Trustees' Review  City Manager Approval  |
| | Page Number 1 of 3 |
| <p><u>Purpose:</u></p> <p>This job description lets potential or new Library Trustees know what the volunteer job entails.</p> <p><u>Provisions:</u></p> <p>See attached pages</p> | |

**JOB DESCRIPTION
OF A MEMBER OF THE LIBRARY BOARD OF TRUSTEES OF THE
MONTEREY PARK BRUGGEMEYER LIBRARY**

Summary of position:

- Provides stewardship for the City of Monterey Park's public library assets and services on behalf of all residents
- Ensures adaptability to a diverse population and changing environment on behalf of the citizens
- Adopts policies to assure that all residents have equal access to library services
- Makes and enforces all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto
- Administers any trust declared or created for the library
- Advises the City Council on matters pertaining to the library
- Advocates on the library's behalf
- Ensures an ongoing flow of information between the library, the community and the City Council.

Qualifications and Requirements:

- Knowledge of the library's importance and its role in the community gained by visiting and using the library on a regular basis
- Willingness to invest time and effort in the duties of a Library Trustee
- Ability to listen and work well with others
- Tested leadership skills in business, education or community
- Enthusiasm, intellectual curiosity, good judgment and creativity
- Understanding of, and commitment to, the stewardship role of the Library Board
- Demonstrated support for freedom of access, both physical and intellectual
- A resident of Monterey Park

Appointment: Appointed by, and reports to, the City Council for a term of **three years**. May be re-appointed for one additional consecutive term.

Responsibilities:

Attend and participate in regular monthly and special board meetings, trainings and retreats, in an effort to understand the functions of librarianship (public services, technical services, administrative services and technology) as well as issues and challenges facing libraries, in general, and the Monterey Park Bruggemeyer Library, in particular. Read materials in advance, ask questions and make informed recommendations.

Become familiar with the legal and regulatory environment which governs library and Library Board's operations, including, but not limited to, the Library Board's by-laws, the Brown Act, the Americans with Disabilities Act and confidentiality requirements.

Gain familiarity with the budgeting process. Review monthly and annually financial statements. Become familiar with physical plant needs and resources and ensure that plans for plant maintenance and capital improvement are in place.

Ensure and participate in long range planning for the library and ensure the needs of all segments of our community are assessed and considered. Ensure that all policies developed and recommended by the Board are consistent with the approved plan.

Serve as an active member of a working committee of the Commission – e.g. the Arts Committee.

Act as an advocate for legislation and funding that will help to meet the identified needs of the community and the library.

Training Provided: The City Librarian will provide a minimum of a two-hour orientation to the library and Library Board structure at the beginning of service term. The orientation will include a tour of the library. Ongoing training updates will be provided as needed, but not less than annually.

Time Commitment: Monthly Library Board and committee meetings, training and/or Planning events and reading/preparation time estimated at a minimum of eight hours per month.

Meeting Time: 3rd Tuesday at 6:00 P.M. at the Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754

For Additional Information: Call the City Librarian (626) 307-1412.

Date Revised: April 5, 2024