

DAVENPORT PUBLIC LIBRARY

Library Trustee Job Description

Per City code, Library Trustees for Davenport Public Library are appointed by the Mayor of Davenport and confirmed by the Davenport City Council. Trustees serve six-year terms and may be reappointed for an additional six-year term.

QUALIFICATIONS

1. Must be a resident and citizen of the City of Davenport.
2. Demonstrate enthusiasm for the mission and goals of The Library.
3. Possess knowledge of public libraries and be willing to participate in necessary training;
4. Have the ability to work effectively as part of a governing board; and
5. Be willing and able to advocate for The Library with elected officials and other stakeholders.

RESPONSIBILITIES

6. Hire, evaluate, and, if necessary, terminate the Library Director's employment by a two-thirds majority vote.
7. Approve and oversee the annual budget, exercising fiduciary responsibility for operating funds and related gift funds, and determine compensation for the Library Director and staff.
8. Develop and adopt relevant policies to guide Library operations.
9. Contribute to strategic planning for the future of The Library.
10. Evaluate services and advocate for continuous improvement.
11. Participate in Board committees as assigned.
12. Uphold effective board membership by:
 - 12.1. Adhering to the Library Trustee Code of Ethics.
 - 12.2. Preparing for and attending all Board meetings punctually.
 - 12.3. Contributing actively to discussions while maintaining focus and respecting others' viewpoints.
 - 12.4. Following parliamentary procedure and complying with state laws governing meetings.
 - 12.5. Practicing good listening skills and seeking consensus through respectful dialogue.
 - 12.6. Focusing deliberations on The Library's mission and the best interests of those served.
 - 12.7. Publicly supporting Board decisions.