



Library Trustees

Purpose and Role

The Nippersink Public Library District (“Library”) is governed by an elected Board of Trustees, which holds ultimate legal and fiduciary responsibility for the Library’s governance. The Board establishes policies, approves budgets, and ensures that the Library operates in the best interests of the community it serves.

Trustees are guided by the American Library Association (ALA) Statement of Ethics for Library Trustees, the Illinois Public Library Act, and the mission and values of the Nippersink Public Library District.

The Board acts collectively in decision-making and delegates day-to-day management and administrative authority to the Library Director.

Duties and Responsibilities of Trustees

Governance and Leadership

1. Employ a qualified and competent Library Director, establish compensation, and conduct an annual performance evaluation.
2. Determine and regularly review the Library’s mission, vision, and strategic priorities to ensure they reflect community needs.
3. Adopt and periodically review written policies governing Library operations, programs, and public services.
4. Secure adequate funding to sustain and advance the Library’s goals through responsible fiscal oversight and advocacy.
5. Approve the annual budget prepared by the Library Director and ensure transparent financial management.

Community Representation and Advocacy

6. Serve as ambassadors for the Library, fostering positive community relationships and promoting the value of Library services.
7. Actively participate in a planned public relations and community engagement program, including social media, outreach, and events.
8. Maintain awareness of community demographics, needs, and interests to guide responsive Library planning.
9. Represent the Library to local officials, community organizations, and the public with integrity, respect, and transparency.

Professional Growth and Continuing Education

10. Attend Library Board meetings regularly and review materials in advance to make informed decisions.



11. Participate in regional, state, and national trustee training opportunities, including those offered by the Illinois Library Association (ILA), the American Library Association (ALA), and the Illinois State Library.
12. Stay informed about public library standards, trends, and best practices.

Legal and Ethical Responsibilities

13. Adhere to all applicable federal, state, and local laws, including the Illinois Open Meetings Act (OMA), Freedom of Information Act (FOIA), and the Illinois Public Library Act.
14. Safeguard the Library's assets and maintain accountability for its property, records, and resources.
15. Uphold confidentiality and ethical conduct in all Board matters and public interactions.
16. Review and address citizen suggestions, feedback, and appeals in accordance with established policy and procedures.
17. Act only as part of the collective governing body—no individual Trustee shall act independently on behalf of the Board unless specifically authorized.

Commitment to Diversity, Equity, and Inclusion

18. Support policies and practices that ensure equitable access, inclusion, and representation across Library services, collections, and staffing.
19. Recognize the Library's role as a welcoming and inclusive public institution that serves all members of the community without discrimination.

Collective Responsibility

Trustees are expected to work together in a spirit of collaboration, transparency, and respect for the democratic process. The strength of the Board lies in its shared commitment to uphold the Library's mission and serve the public good.