

ROMEO DISTRICT LIBRARY  
CODE OF RESPONSIBILITY  
BOARD OF TRUSTEES

The Romeo District library (RDL) board of trustees is an appointed body that holds the Library in trust for members past, present, and future, with a guiding principle of leaving the Library stronger at the end of each member's term than it was at the beginning. The board's responsibility is to see that the director manages RDL in a manner that responds to the expressed and anticipated needs of community members.

**Operational Responsibilities**

Board members *should*:

- Determine the Library's mission, goals, objectives, strategies, priorities, policies, activities, and desired outcomes
- Complete an annual evaluation of the board to assess its progress, recognize success, and learn from mistakes
- Secure resources sufficient for the activities of the Library
- Act as an ambassador for RDL to the local community
- Establish fiscal policy and monitor budget performance on a regular basis
- Review an annual independent audit of the Library's financial position
- Select, evaluate, appoint, and if necessary, terminate the director
- Ensure that the Library's bylaws are current and are being following
- Follow the protocols expected of any other member to propose ideas or resolve conflicts

Board members *should not*:

- Engage in the day-to-day operation of the organization
- Make detailed programmatic decisions more appropriately left to the director
- Make any commitment of RDL staff or financial resources except with the prior authorization from the director
- Make any offer or commitment to allow exceptions to policies
- Handle grievances of staff members

**Accountability**

Board members *should*:

- Attend board meetings
- Be familiar with the Library's mission, goals, objectives, services, collections, and programs
- Be familiar with the Open Meetings Act (Act 267 of 1976), and follow all guidelines of that Act
- Indicate at the start of each board meeting that all materials provided in advance have been read to ensure active, informed participation



- Participate in decision-making and ask questions if something is not clear or potentially no longer relevant such as a policy or practice
- Keep confidential information confidential including anticipated future action or plans
- Understand the budget, budgeting process, and financial situation of the Library
- See that the Library remains in good financial standing
- Ensure the Library keeps a permanent record of all official board actions
- Avoid conflicts of interest and disclose any, should they arise
- Provide advance notice to other members and director should early resignation become necessary
- Monitor the community and the Library’s role in it

Board members *should not*:

- Re-voice opposition or criticism, wither publicly or privately, after a decision is made by majority vote of the board
- Allow cell phone to interrupt board meetings
- Speak out of turn or engage in side conversations
- Use computers or other devices for texting, e-mailing, gamin, etc. during meetings

**Other Responsibilities**

Board members *should*:

- Encourage others to use the Library
- Set an example for others by giving through the fundraising options available

I have read this document and understand the commitments required of me, and will adhere to this code of responsibility. I understand that if I am unable to meet these commitments I should seek other volunteer opportunities in the Library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date