

and community characteristics, and should not be chosen for partisan reasons. There should be continuing programs both for encouraging participation of board members and for identifying new talent for board membership.

All board members have an obligation, with the assistance of the administrative librarian, to keep informed of and involved in library developments, regional system developments, and legislation concerning libraries at the local, system, state and national levels.

7. The board and the librarian shall conduct a meaningful and comprehensive orientation program for each new board member.

_____ _____ _____ _____ _____ _____

8. Board members shall participate in continuing education endeavors such as system and regional trustee workshops, state and national conferences.

_____ _____ _____ _____ _____ _____

9. Financial provision shall be indicated in the bylaws or policies and specified in the annual budget for trustee dues to library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.).

_____ _____ _____ _____ _____ _____

Board and Administrative Librarian Responsibilities

Board members and the administrative librarian should understand their respective functions, differentiating areas of joint responsibility from those for which the board members or the administrative librarian are solely responsible. When the administrative librarian independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration.

The board carries full responsibility for the library and its policies.

The board selects, appoints, and evaluates the performance of the library administrator who has full professional responsibility for administering library policy, personnel selection and management, development and administration of programs and services and selection of materials.

10. The board and administrative librarian shall jointly study, plan and develop library policies and review them annually.

_____ _____ _____ _____ _____ _____

11. The administrative librarian or designated representative shall be present at all board meetings and board committee meetings; other library staff shall be encouraged to attend.

_____ _____ _____ _____ _____ _____