

Working Together: Roles & Responsibilities Guidelines

Responsibilities of	Library Director	Trustees	Friends
General Administrative	Direct responsibility for administration of the library within the framework of the board's plan, policies, and budget. Reports at each board meeting and in other ways keeps the board informed of library's progress and problems.	Recruit and employ a qualified library director; maintain an ongoing evaluation process for the director and board. Routinely keep in touch with what is going on through director's reports, personal use of the library and feedback from the public.	Support quality library service in the community through fund-raising, volunteerism, and serving as advocates for the library.
Policy	Apprise board of need for new policies as well as policy revisions. Implement the policies of the library as adopted by the board.	Identify and adopt written policies to govern the internal and external operations of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff, and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in consultation with the board; make the Friends aware of the special financial needs of the library. Decides on use of money on the basis of the approved budget.	Secure adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget. Authorize expenditures in accordance with the budget.	Conduct fund-raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends, and community regarding local, state, and federal issues that impact the library.	Promote the mission of the library within the community and in society in general.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the library board to the Friends and vice versa.	Participate in all board meetings. Follow Open Meetings Law. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Encourage trustees and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the New York Library Association, Library Trustee Association of New York and United for Libraries (ALA). Attend continuing education opportunities.	Join the Friends of Libraries Section of NYLA and United for Libraries (ALA). Attend continuing education sessions.

Adapted from "Working Together: Roles and Responsibilities Guidelines" developed by the Connecticut State Library and the *Handbook for New Public Library Directors in New York State*. Published in the *Handbook for Library Trustees of New York State* (2018 edition): pages 107-108. Used with permission.