



The E. D. Locke Public Library Board of Trustees is composed of seven appointed McFarland residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

The Board member represents a community perspective, and is expected to represent the Library in the community. Board members need to understand that all authority rests with the full Board and its designees, not with individual Board members.

Responsibilities:

1. Prepare a job description for, hire, and provide regular periodic evaluations of the Library Director.
2. Determine the mission of the Library and adopt written policies, consistent with that mission, to govern the operation of the Library.
3. Engage in a strategic planning process for the Library.
4. Serve on committees as assigned by the Library Board President.
5. Secure adequate funds to carry out the Library's plans and participate in the annual operating and capital budgeting processes for the Library.
6. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
7. Advocate for legislation favorable to libraries on the local, state, and national levels.
8. Seek opportunities to learn more about the E. D. Locke Public Library and about the Library community in general.
9. Be an advocate to the community and constituents for the Library and for Board decisions.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.