

MELBOURNE LIBRARY BOARD JOB DESCRIPTION

A member of the Melbourne Library Board performs several duties and assumes numerous responsibilities in keeping with the missions of the Brevard County Public Library System and the City Council of the City of Melbourne. To be an effective member, he or she must be both active and informed.

AN ACTIVE MEMBER:

1. Attends monthly board meetings. Prepares for each meeting by reviewing the agenda, reports and background information. Participates in the conduct of the board's business by contributing knowledge and opinions.
2. Serves on the board's committees and attends training events.
3. Provides leadership to the board by serving as Chairman or Vice Chairman, if so elected.
4. Develops and maintains relations and a positive rapport with local governmental officials, library staff, Friends groups and community leaders.
5. Advocates for the library in his or her daily activity in the community and at the local, state, and national levels (as appropriate).
6. Contributes time and enthusiasm to the best of his or her ability.

AN INFORMED MEMBER:

1. Understands the libraries' mission, service roles, and long-range plans and articulates these to the community and patrons and users.
2. Understands the libraries' roles and relationships between the Library Board, the Board of County Commissioners, the County's Library Administration, the Library Directors and their respective staffs, the City Council and the Friends groups.
3. Is familiar with the libraries' statistics that describe their resources, level of activities and how the Melbourne libraries compare with the state standards and other libraries serving similar communities.
4. Is aware of the Melbourne libraries' funding sources and the role of each source in supporting the libraries' programs of service.
5. Maintains an understanding of library policies and how each library implements them in their respective daily activities.
6. Is familiar with intellectual freedom principles, the libraries' intellectual freedom policies and how they are applied.
7. Is familiar with library laws and state and federal funding programs.

8. Develops and maintains knowledge of library issues on the local, regional, state and national levels by reading library literature and periodicals and by attending library association meetings.
9. Understands interlibrary cooperation and resource sharing among libraries and each library's role in regional, state and national networks and consortia.