

**Camden County Library District
Policy Manual**

Section 3. Administration

Subsection. 3 Duties of the Library Board

DUTIES OF THE LIBRARY BOARD

1. To secure adequate funds and to establish the library tax levy before September 1 of each year.
2. To have a capable, trained Director.
3. To determine library policies.
4. To approve expenditures of library funds.
5. To receive gifts to the library.
6. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
7. To attend board meetings regularly.
8. To become familiar with what constitutes good library service by reading, attending library meetings, and visiting other libraries.
9. To support the library's service program in daily contact with the public at large.
 - A. Criticisms of the library service, the Director, or the library staff which are brought to the attention of board members shall be immediately and directly reported to the Director.
 - B. Board members, Director, and staff shall at all times support each other in all their relations with the public.
 - C. No Board member shall release to the public, orally or in writing, information about the library not previously agreed upon at board meetings.
 - D. No Board member shall make individual decisions or take action on library matters or influence or attempt to influence the public in such a way as to cause the pressure of public opinion to direct or influence the type of plan of service of the library.
 - E. Individual members of the Board shall not entertain complaints from library staff members. Complaints from staff members should be submitted in writing to the Director with a copy sent to the President of the Board of Trustees. If the staff member wishes, he/she may request a formal hearing before the entire Board at its regular meeting.
 - F. On or before the first day of April, the Director shall make an annual report to the Board of Trustees. Following a review of the report, copies shall be sent to the County Court, to the Missouri State Library, and the Missouri State Auditor.