

NORTHLAND LIBRARY BOARD

QUALIFICATIONS/REQUIREMENTS

Qualifications/ Requirements:

Each authority board member must meet the minimum qualifications as set forth in the [Municipal Authorities Act](#) which include:

1. Members shall be a taxpayer in, maintain a business in or be a citizen of the municipality by which they are appointed.
2. Members shall hold office until their successors have been appointed and may succeed themselves as allowed by the policy of the member's municipality.* The length of the term is five (5) years.
3. Members are expected to attend all board and appropriate committee meetings. Unless excused by the authority board, a member of the authority board who fails to attend three consecutive meetings of the authority board may be removed by the appointing municipality up to 60 days after the date of the third meeting of the authority board which the member failed to attend.

Other Qualifications/Requirements (which are subordinate to the Municipal Authorities Act):

1. As library volunteers, all authority board members are required to obtain state and federal Please see our [volunteer page](#) of the library website for more information.
2. Members shall abide by and advocate for the [Library Bill of Rights](#) published by the American Library Association (ALA).
3. When making decisions, the needs of the Library shall be the primary consideration of the Member above all other organizations, institutions and corporations.
4. Must demonstrate a commitment to and support of the Library and its mission; e.g. advocacy/support of Library activities and programs/support of Northland Public Library Foundation (Foundation) etc.
5. Must have ability to participate effectively in Authority Board discussions and decision making, including listening to different points of view, demonstrating tolerance for dissent, respecting the opinions of others, and abiding by the will of the majority.
6. Must have time available for attending and preparing for monthly authority board meetings and appropriate committee meetings.
7. Should bring personal experience and expertise to Board discussions and decision making.
8. Members are expected to serve as a member or chair of at least 1 of the 5 standing Board Committees for each year of the Member's term. Member may be asked to serve as an Authority Board officer during the member's term. (President, Vice President, Treasurer, Secretary.)

Responsibilities:

Every Northland Public Library Authority Board member should:

1. Know the mission/vision/goals of the Library and the Foundation;
2. Participate in authority board orientation activities;
3. Be familiar with the policies, guidelines and norms of the Library and Foundation including the Memorandum of Understanding between the Library and the Foundation;
4. Be familiar with the NPL budget including funding sources and formulas;
5. Be familiar with the collection, programs and services of the Library and how it serves the public;
6. Attend all authority board meetings, must notify the Authority Board Secretary/Executive Director in advance of absences;
7. Arrive at authority board and appropriate committee meetings on time and prepared;
8. Be familiar with and utilize Robert's Rules of Order, the Sunshine Act and the bylaws during meetings;
9. Attend programs and events of the Library and Foundation;
10. Demonstrate willingness to support the Library and the Foundation financially (through cash or in-kind donation);
11. Support the fundraising work of the Foundation including participation in fundraising events and campaigns;
12. Support decisions made by the Authority and Foundation boards;
13. Develop awareness of political issues (local, county, state & federal), current legislation and standards that may affect the library;
14. Advocate for the Library in the community and at the municipal, county, state and federal levels, and assist the Executive Director and Board President in keeping your municipality informed and/or in handling specific issues on an ad hoc basis;
15. Participate in planning for the future of the Library;
16. Set library policy;
17. Hire and evaluate the library Executive Director;
18. Execute Authority Board succession plan as necessary;
19. Develop, with staff and the Finance Committee, and adopt an annual budget;
20. By May 1, annually, complete and submit to the Director of Finance and Support Services, the [State Ethics Commission Statement of Financial Interests](#);
21. Actively participate in authority board discussions, speak out on ideas you do not favor, for silence can be interpreted as consent and ask appropriate questions;
22. Keep municipal government informed on the Library: events, services, challenges, budgeting process, awards etc.;

23. Keep the Library informed on the Municipality: events, potential community partners, challenges, budgeting process, changes in make-up of residents and residents' needs;
24. Complete the Authority Board member evaluation to be used as a tool to assist the Board in setting priorities for member education and engagement.

Estimated Time Required:

11-12 monthly meetings, beginning at 7:00pm, fourth Tuesday each month held at the Library. Monthly committee meetings as scheduled. A committee meeting schedule is established and voted upon by the Board for the next calendar year. Each committee meets approximately 2-5 times per calendar year.

Note: Teleconference and virtual capabilities are available through the library if a member is unable to attend in person. Prior notification of the Executive Director is requested.

Length of Commitment: Five year appointed term, with renewal reappointment designated by respective municipality. No limit to consecutive terms per the authority bylaws.*

Reports To: Authority Board President and appropriate Committee Chair(s), and reports to the appropriate municipal board and officials regarding authority board and library activities.