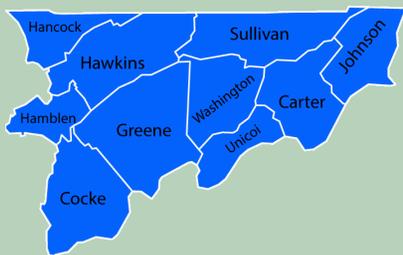


## Morristown-Hamblen Library

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**MISSION STATEMENT:** As a vital part of an educated community, the Morristown-Hamblen Library's mission is to improve the lives of all citizens by providing free, unlimited access to information.

**VISION STATEMENT:** The Morristown-Hamblen Library's vision is to provide a pleasant environment to transform the lives of all our citizens through reading, education, and social networking.



*The Morristown-Hamblen Library is a member of the Holston River Regional Library System operated under the State Library and Archives and the Secretary of State.*



Public library trustees are entrusted with many responsibilities of governing your local public library. Finances, advocacy, policymaking, personnel issues, and ethics are just a snapshot of what local library board members discuss and decide for the betterment of the library.

A comparison of responsibilities between the trustee, library director, regional library, and friends group is helpful to define the role of the trustee. This comparison is available online.

The Trustee Certification Program is a way for trustees to gain experience and information about the library landscape of Tennessee, pillars of being a library trustee, and proper protocol to be an effective board member. Consisting of ten modules, trustees will watch a video explaining a topic and then take a small quiz afterward.

The Trustee Workshop is an annual all-day event specially crafted to bring trustees together and hear from Regional and State Library & Archives staff about the latest trustee-related news, guidelines, and best practices. This event, usually held in late September or early October, is a great opportunity for networking and discussion with public library trustees all over Tennessee.

### Morristown-Hamblen Library

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## HAMBLLEN COUNTY LIBRARY BOARD OF TRUSTEES

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Morristown-Hamblen Library

*Read • Create • Live*



## How are Trustees Appointed?

Names of proposed members shall be submitted to the Hamblen County Legislative Body and/or the Morristown City Council in April for appointment/confirmation for a 3 year term beginning July 1.

Library board members may serve two consecutive terms and must then have a 3-year break before being reappointed. In the event of vacancy, a successor shall be proposed by the Board for appointment by the county or city to fill the unexpired term.

Appointments to fill a vacancy of an unexpired term shall be for the remainder of the unexpired term only, and all members shall continue in office until their successors are appointed.



## The Hamblen County Library Board of Trustees

This Board may have 7, 9, 11 (not 8 or 10) members, so as not to create a tie vote situation. The members shall represent both the city and county and must have a library card and be in good standing with the Library.

The officers of this Board shall be Chair, Vice Chair, Secretary, and Treasurer. Officers shall be eligible to serve two consecutive one-year terms in that elected position. Upon completion of this service, any officer may be elected to serve in a different officer position.

A nominating committee shall be appointed by the chair. The nominating committee shall present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor at that time.

The annual meeting shall be held at the regular meeting in April, just prior to the end of the fiscal year. Officers shall be elected; board member appointment dates and bylaws shall be reviewed. The new officers will assume their duties at the start of the fiscal year, July 1.

A quorum shall consist of 5 members and no business may be conducted without a quorum. Special meetings may be called at the discretion of the officers.



The Board shall meet on the fourth Tuesday of each month except for December, at the Library.

## What do Trustees do?

Library boards have been created by law to act as the governing body of the library [TCA 10-3-101,103,104]. Thus library trustees are public officials, and the powers delegated to library boards are a public trust.

Duties and responsibilities include legal responsibilities as established by statute and the establishment of policies governing the day to day operation of the library.

Although the board and library director must work closely together in developing a library program, their obligations and responsibilities are entirely different.

## Some roles of Trustees are:

- Complete the Tennessee Trustee Certification program.
- Know library laws and support legislation which improves the quality of library service.
- Work with county and city officials to ensure that they understand the value of the library and support the services it provides.
- Attend all board meetings and committee meetings to which assigned.
- Attend trustee workshops and professional meetings.
- Develop and adopt written policies for personnel, collection development, and library operations; including long range and technology plans.
- Establish a collection policy and review it annually. Endorse the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*, written by the American Library Association.
- Annually work with the library director in the preparation of a written budget with adequate justification for each element. Attend budget hearings with library director.
- Stay informed of current local, state, and federal library issues and trends.
- Learn about the services of the State Library and Archives, the Library for the Blind and Physically Handicapped, and the Library Service for the Hearing Impaired.
- Learn about services of the Tennessee Regional Library System.