

**Outagamie Waupaca Library System**  
Job Description

Title: Member, Board of Trustees  
Term: 3 years

**General Description**

Participates as a member of the Board of Trustees in governing the operations of the library system and works to help the system fulfill its mission.

The mission of the Outagamie Waupaca Library System is to enable access to effective library service for all area residents by coordinating resource sharing, by providing appropriate services and programs, by developing new technologies, and by promoting desirable models for governance and funding.

**Specific Duties**

A. Administrative Oversight

1. The Board oversees the management of system personnel.
  - a. Hires, supervises, and evaluates the system director
  - b. Determines the composition of staff (i.e., table of organization), their general duties and compensation
  - c. Adopts an employee handbook and appropriate personnel policies
2. The Board oversees the management of system finances.
  - a. Approves an annual budget and revises it as necessary
  - b. Audits and approves all expenditures
  - c. Reviews and approves an annual audit and designates fund balances
3. The Board develops and adopts policies necessary for the operation of the system.
4. The Board enters into necessary and appropriate agreements with libraries, library systems, governmental jurisdictions, vendors, or other agencies.

B. Coordination of Access to Library Services

1. The Board works with member libraries, Outagamie County, and Waupaca County to ensure that all system residents have access to public library service and that municipal libraries are compensated appropriately for providing systemwide library service.
2. The Board enters into agreements with adjacent library systems to ensure that residents have access to libraries in adjacent systems and that OWLS libraries are compensated for serving residents of those systems.

C. Provision of Services to Member Libraries

1. The Board annually approves a plan of service in compliance with statutory service requirements and Division for Libraries and Technology guidelines.
2. The Board adopts a budget and any necessary policies needed to implement the service plan.

#### D. Other Related Duties

1. The Board secures adequate facilities for the system's operations.
2. The Board monitors member library compliance with statutory system membership requirements and takes appropriate action in cases of non-compliance.
3. The Board serves as the legal authority for the OWLSnet shared automation consortium and acts on policies recommended by the OWLSnet Administrative Advisory Committee.
4. Board members are advocates for convenient, high-quality, and equitable public library services for area residents.

#### **Desirable Background**

1. Public library user and/or familiarity with modern public library services
2. Prior service as a member of a local library board
3. Familiarity with Wisconsin open meeting laws

#### **Requirements**

1. Resident of Outagamie County or Waupaca County
2. Ability to attend monthly board meetings, read materials in advance of meetings, and participate in discussion during meetings
3. Awareness of, and ability to comply with, Wisconsin ethics and conflict of interest laws for public officials

#### **Time Commitment**

The Board meets on the third Thursday of each month at 6:00 p.m., and meetings typically run from 60 to 90 minutes. Meetings are held at the OWLS office or at a member library and include an option for remote participation. There is one standing committee, the Personnel Committee, which occasionally meets at another time. Typically, three board members serve on the Personnel Committee each year. Participation in continuing education opportunities is encouraged.

#### **Compensation**

In accordance with Wisconsin Statutes, library board members are only compensated for their actual and necessary expenses incurred in performing their duties, e.g., mileage reimbursement for travel to meetings.

#### **Additional Information**

The Board of Trustees is comprised of ten members from Outagamie County and five members from Waupaca County. More information about the Outagamie Waupaca Library System (OWLS) can be found on the system website (<http://www.owlsweb.org>). The website contains an About Us page (<http://www.owlsweb.org/about/owls>) that provides basic information about OWLS, and the Trustees page (<http://www.owlsweb.org/trustees>) contains information about the Board and board meetings.