Board of Library Trustees
Trustee Duties and Responsibilities

The Library Board is made up of five (5) members, who are nominated by the Mayor and confirmed by the City Council. The Board of Library Trustees operates under the Education Code and serve a three year term.

Library Board Trustee must be a resident of the City of Palmdale, have an interest in the Palmdale City Library, must be able and willing to attend regular meetings of the Board and must complete a required Statement of Economic Interest Form 700 annually during their term of office.

Library Board Trustee is a volunteer position and as such, Trustees receive no compensation or reimbursement. The term of office is a three-year term. The Board of Library Trustees are subject to the provisions of the Ralph M. Brown Act.

Approximately a week before each meeting, an Agenda packet is distributed to each Trustee to allow them an opportunity to review the items to be addressed at the upcoming meeting. The Agenda and Agenda Packet are also available to the Public in the Library and the Agenda is posted in the City Hall Council Chambers.

**Library Mission**: The Palmdale City Library exists to provide access to knowledge in multiple formats for all residents of Palmdale; to deliver innovative and engaging programs to the community; to partner with people, groups and agencies in order to maximize the Library’s utility throughout the City; and to make Palmdale a better place with the resources available to it in order to enrich the lives of our residents.

Library Board Member’s Role: In order to provide quality library service to the City of Palmdale, the Palmdale City Library requires a working team of a Library Director and a Board of Trustees who are informed and make the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a trustee. Trustees receive no payment for their work. Prospective Trustees should be aware of the following criteria which will be used in evaluating candidates for the non-paid position. A Trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about public library issues, to attend Board meetings, and to carry out Board assignments.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate those needs to the Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

**Duties**: Attend Board meetings; assess and evaluate current and long-range needs of the library; adopt policies, rules, and regulations with respect to programs and facilities to meet such needs of the community; monitor the library’s effectiveness; and be an advocate for the library.

**Responsibilities**: Advise the Library Director on library services, adopt policies, rules, and regulations with respect to programs and facilities to meet such needs of the community; assess and evaluate current and long-range needs of the library; monitor the library’s effectiveness; and be an advocate for the library.