



Golden Rules for Library Board Members

(adapted from the State of Utah's Golden Rules)

- Leave the actual management of the library to the director. It is the director's responsibility to select materials, employ the staff, and supervise day-to-day operations.
- After a policy or rule is adopted by the majority vote of the library, don't criticize or re-voice your opposition publicly.
- Respect confidential information.
- Do not hold board meetings without the director.
- Treat your director and staff members in an objective manner. The director is in charge of the staff and has administrative control up to the point that a grievance is filed with the board.
- Complaints from the public are the director's responsibility. Refer any complaints to him or her. Continued problems should be examined in Board meetings if policy revision is necessary.
- All rules and policies have to be approved by a quorum of the Board.
- **Use the Library. Visit the library, check-out books, and get to know the staff.**
- **Plan the library's goals and objectives annually.**
- Support and encourage the staff.
- Know your community.