

## WHAT DOES A LIBRARY BOARD DO?

- Adopts a yearly budget for the library and reviews financial reports
- Sets policy for the library which guides library staff and patrons on use of the library and its services.
- Hires and oversees the library director, who manages library staff.
- Works with the director to set priorities and plan for the future of the library.
- Represents the library to members of the public and local government officials.

## WHAT'S EXPECTED OF A LIBRARY BOARD MEMBER?

- Show up for board meetings – both monthly and special board meetings.
- Prepare for meetings by reviewing materials beforehand.
- Invest time and energy to work on Board Committees.
- Work, discuss, and vote in front of the public.
- Educate yourself about library and board service-related issues.

## WHAT'S IN IT FOR YOU?

As a library board trustee, you have the satisfaction of knowing that you are a vital part of something bigger than you. Through your public service at the library, you will

- help children discover a love of reading
- provide reading material that promotes learning and stimulates personal growth
- maintain a place to connect for your friends and neighbors
- improve quality of life in the very place you call home
- gain insight into local government, make new friends, and broaden your own horizon

***Contact the Director of your local public library to find out  
how you can serve on a library board!***

Visit [MSL.MT.GOV](http://MSL.MT.GOV) for more information.

# TRUSTEE TOOLKIT



## THE FOUR TYPES OF PUBLIC LIBRARIES IN MONTANA

There are four different ways libraries can be formed in Montana. This formation may impact board authority. Learn more on pages 43-46 of the [2025 Trustee Handbook](#).

## MONTANA'S OPEN MEETING LAW

Montana has one of the strictest open meeting laws in the nation. Learn more about complying with the law in our [Information Guide: Open Meeting Law and Public Comment](#).

## ROBERT'S RULES OF ORDER

Robert's Rules of Order is used by many libraries to structure and run meetings. Montana State University's Local Government Center has created a short reference document called [Parliamentary Procedure](#).

## MONTANA LAW RELATED TO LIBRARIES

Learn more about specific laws related to Montana's public libraries on the [Library Laws and Rules page](#).

## OVERVIEW OF RESPONSIBILITIES FOR LIBRARY BOARDS

Visit the [Trustee homepage](#) for links to information about budgeting, finance, and the work of library boards. It also includes a link to online classes.

***Contact the Montana State Library for help,  
information, and resources for Trustees!***

Visit [MSL.MT.GOV](https://msl.mt.gov) for more information.