

## **Library Board of Trustees Responsibilities Guidelines:**

**The board is appointed by the Alexander City Council to serve as a liaison between the library and its citizens. The board advises the library director in matters related to the library and its services, and promotes the library and its programs.**

**Regular Library Board meetings are held on the fourth Monday in January, February, March, May, August, September, October, and November. Occasionally these dates may change or special meetings called, but the schedule is always posted on the bulletin boards at the library and at City Hall. These meetings are open to the public as required by law (Section 13-5-2).**

**The board's duties and responsibilities include:**

- 1. Attending board meetings;**
- 2. Receiving suggestions and recommendations from citizens relating to library service;**
- 3. Acting upon complaints, compliments and suggestions with library director, who reports to the governing body;**
- 4. Knowing how the library is organized and functions;**
- 5. Knowing the collection, the staff, and the activities of the library in order to communicate knowledgeably with citizens and with elected officials.**

**Library Board of Trustees  
Adelia M. Russell Library  
Mamie's Place Children's Library**

**The Adelia M. Russell Library Board consists of five members who are appointed by the Alexander City Council and serve a four-year term. A current list of Trustees is kept on file in the library.**

**Section 11-90-3 Library Boards - Powers and Duties**

**The authority under which public libraries of Alabama are formed is contained in Chapter 90, "Free Public Libraries". Sections 11-90-1 to 11-90-4 of the Code of Alabama 1975.**

**As indicated by the above-mentioned laws and the opinions of the Attorneys General, the Library board is responsible for library operations. The Board is granted full power and authority to:**

- 1. Control the expenditure of all funds received or appropriated for the library;**
- 2. Erect or rent buildings, to cost not in excess of the funds available to it;**
- 3. Purchase books and equipment;**
- 4. Provide a system of library service to be made easily available to all citizens of the county or municipality through central library branches, stations, book truck service or other appropriate means;**
- 5. Elect a librarian and other employees; and**
- 6. Manage and control the said library in order to carry out the full intent and purpose of this chapter;**

**For the purpose of providing a legal and public record of its actions, A careful and complete record and set of books shall be kept by the library board, showing the proceedings of their several meetings and the receipts and disbursements in detail of all funds.**

**Adelia M. Russell Library  
318 Church Street  
Alexander City, AL 35010  
256-329-6796**

**Application for Appointment/Reappointment to the Adelia M. Russell Library Board.**

**Applicant must be 18 years of age or older and reside in the City limits of Alexander City.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Home/Business:** \_\_\_\_\_

**1.) Briefly state reasons why you desire to serve on this board:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.) List qualifications you possess that will be beneficial to this board.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.) Are there any conflicts that will prevent you from attending monthly board meetings?  
Meeting are held on the fourth Monday of the month (January, February, March, April, May,  
September, October) at 9:30 a.m. in the library conference room.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This is a voluntary position and appointment to the Library Board will require your consistent attendance at regularly scheduled meetings.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**