

# Teen Library Board

The Teen Library Board is an advisory body only and shall cooperate with, and assist the Librarian in order to promote library development.

- The Teen Library Board believes in the importance of the library and its role in the community.
- The Teen Library Board represents the library to the community and the community to the library.
- The Teen Library Board is a separate entity from the tribal governing body; meets regularly with the librarian; and is compliant with open meeting laws.
- Consist of five members selected from enrolled members of Isleta Pueblo residing on the Isleta Reservation.
- Any Board Member may be removed by a majority vote of the Teen Library Board. A board member will be removed for misconduct, failure to attend board meetings, and or neglect of duty.

## Qualifications of Board Members as a Whole

- Board Members must have a Library Card from the Isleta Pueblo Public Library.
- Must visit the Library on a regular basis.
- Must be knowledgeable about the teen community and its needs.
- Be willing to give thought, time, and effort to become informed about the Library's needs and problems, and to seek solutions.
- Be cognizant of state and national library standards of service, so as to raise and maintain local standards of service.

## Duties and Functions of the Library Board

- Teen Library Board members must work and communicate well with others.
- Attend all Library Board Meetings.
- Must arrive ready and prepared for the meetings, including reading minutes, agendas, and other library publications.
- Let the public know that they are on the Teen Library Board.
- Anticipate future needs of teen patrons and the library through strategic and long range planning
- Use their influence to assist the library in obtaining desired financial support by representing the library point of view to tribe, tribal council, city, city council, commissions, the legislature and the media.
- Ensure that the Library is well maintained, financially secure, growing, and operating in the best interest of the community.

- Charged with representing the whole teen community to the library, not just a particular area or interest group.
- Recommend plans, programs, and policies that will aid the Library in serving the entire community.
- Know the Library's needs and interests of the teen community.
- Establish, support and participate in public relations programs.
- Assist in preparation of the annual budget.
- Give advice on problems relating to the Library.
- Recommend by-laws, rules and regulations for the operation of the Library, subject to approval of the Tribal Council.
- Receive all gifts and donations. All donations of money shall be placed in the Library budget at the Tribal Treasurer's Office.
- Ensure that the Library is well managed, but they should not interfere with the duties of the Library Director.

#### Organization

- The Teen Library Board shall elect from its membership a President, a Vice-President, and a Secretary-Treasurer's Office.
- The Board shall hold regular quarterly meetings, the time and place shall be set by the Board.
- A quorum for the conduct of business shall consist of three members.

Once board members have been selected, their duties and responsibilities will be reviewed by the Librarian. Librarian's duties in regards to the Teen Library Board are to:

- Inform them of their duties and responsibilities.
- Review the Library's history with them.
- Provide them with: a copy of the current budget; a current organization chart; a list of personnel; a copy of current policies, goals and objectives; a copy of local and other relevant laws, rules and regulations; and a copy of Libraries plan of operation.
- The Librarian shall be responsible for the administration of the Library; shall report to the Board concerning the operations of the Library; shall be responsible for the performance of duties to the Lt. Governors and Governor.