

220 / Board of Trustees

Selecting A New Trustee (Guidelines)

Notice of the vacancy and a description of the duties and responsibilities of a trustee will be posted on the Library bulletin board and at the Village Hall. A press release will be sent to the local newspapers. These tasks will be handled by the Library Administrator.

When an applicant contacts the Board, he or she will be asked to submit a resume.

If the Board chooses to interview an applicant on the basis of the resume, the Board will ask the applicant:

- to indicate why he or she would like to serve on the Board
- to indicate what special professional expertise or experience he or she can bring to the Board
- to indicate what related community experience he or she has to offer (serving on other boards, participating in local organizations)

The Board should ask about knowledge and/or experience in the following areas:

- developing policies
- budgeting and finance
- planning
- personnel
- building design
- building maintenance
- automation
- fund raising
- speaking before groups

The Board should ask about the applicant's philosophical view of library service, touching on such points as:

- open access
- intellectual freedom
- "free" vs. fee-based services
- traditional, print-oriented materials vs. the new information
- technology

The Board should allow the applicant an opportunity to ask questions before bringing the interview to a close.

Following the interview or interviews, the Board should confer and discuss the candidate's qualifications privately, just as if they were hiring an employee, before making a final decision to offer the appointment.

Approved 03/21/1986