

## Board of Trustees Application

In order to provide quality library service to Henry County, the Henry County Public Library requires a working team of a Library Director and a Board of Trustees who are informed and make the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a trustee. Trustees receive no payment for their work.

The Library Board is composed of five trustees who are appointed by the County Judge Executive with the approval of the fiscal court from a list provided by the Commissioner of the Kentucky Department for Libraries and Archives. The term of office is four years, and a Trustee may fill an unexpired term and/or serve for two consecutive terms (four-years each). The Board will actively seek applicants to fill any vacancy that occurs.

Prospective Trustees should be aware of the following criteria, which will be used by the other Board members of the Henry County Public Library in evaluating candidates for the vacant position. A Trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about public library issues, to attend Board meetings, and to carry out Board assignments.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate those needs to the Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

### What Trustees Do

- set library policy
- employ and evaluate the director
- plan for the future
- monitor the library's effectiveness
- be an advocate for the library
- do anything else necessary for the proper management of the library

If a candidate has questions or requires additional information, please contact a Trustee or attend a Board meeting. Board meetings are held the fourth Thursday of every month at 5:00 P.M. at the Henry County Public Library Meeting Room.

Please submit completed applications to:

Board Member Search, c/o Tony Jones, Director, Henry County Public Library, 280 E. Broadway, Eminence, KY 40019

## Board of Trustees Application for Appointment

Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Occupation/Profession \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

I have been a resident of Henry County since: \_\_\_\_\_

I am a registered voter: Y \_\_\_\_\_ N \_\_\_\_\_

Are you presently an employee of a municipality or government entity? Y \_\_\_\_\_ N \_\_\_\_\_

Do you currently serve on a local government board, elected or non-elected? Y \_\_\_\_\_ N \_\_\_\_\_

I am able to attend a 5:00 p.m. monthly meeting, typically the 4<sup>th</sup> Thursday of the month: Y \_\_\_\_\_ N \_\_\_\_\_

Please describe any qualifications [work experience, education, attributes, skills/training] that you feel would provide positive input to the work of the library board. *Please use another sheet of paper if necessary.*

Please indicate those areas in which your knowledge would be of benefit to the library board:

\_\_\_\_\_ Finance                      \_\_\_\_\_ Personnel                      \_\_\_\_\_ Long Range Planning

\_\_\_\_\_ Legal                              \_\_\_\_\_ Technology                      \_\_\_\_\_ Building Programs

\_\_\_\_\_ Public Relations                      \_\_\_\_\_ Management                      \_\_\_\_\_ Governmental Relations

\_\_\_\_\_ Energy Conservation                      Other: \_\_\_\_\_

Please describe any former or current public service activities and accomplishments in the community [school groups, service clubs, other boards or commissions].

Please explain why you are interested in becoming a library trustee.

Please discuss briefly the goals and directions that should be important to this Board.

What do you see as the library's role in the future?

One thing you think the library currently does very well:

One thing that could be done to make library service even better is:

Other comments:

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*Signature*

*Date*

### **Procedure for filling a Henry County Public Library Board vacancy [KRS 173.730]:**

1. For each vacancy, the Board selects two [2] names of individuals committed to the provision of library service.
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The State Librarian and Commissioner approves the names and sends the recommendations to the local County Judge Executive.
4. The County Judge Executive, with the approval of Fiscal Court, appoints one of the two provided names;
5. The newly appointed trustee takes the Oath of Office before the County Judge Executive or other notary.

### **Board terms [KRS 173.730]:**

1. Except for the initial establishment or filling unexpired terms, trustees may serve for two [2] consecutive terms [four years each] after which they shall not succeed themselves for at least one [1] year.

### **Board compensation [KRS 173.740]**

1. Members of the board shall not receive compensation for their services, but shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties.

### **Board meetings and attendance [KRS 173.730]**

1. The board shall meet on a regularly scheduled basis once each month.
2. Absence of a trustee from four regular monthly meetings of the board during one year of the trustee's term shall constitute automatic resignation.

### **Conflict of interest [KRS 173.740]:**

1. No person is eligible to this office that is directly or indirectly interested in the sale to the library of books, magazines, supplies, equipment, materials, insurance, or services for which library funds are expended.