



Apalachin
Library

719 Main Street
PO Box 163
Apalachin, NY 13732
(607) 625-3333

Board of Trustees Application

The seven-member Board of Trustees of the Apalachin Library plays a central role in the administration and promotion of the Library. Trustees, each of whom must live in New York State, may be appointed to fill the mid-term vacancy of a departing member or be appointed to their own five-year term commencing with the January board meeting. The current board will review all interested candidates and will follow the *Board Member Selection Process* for vetting and nominating new Trustees.

Trustees must be willing to:

- Commit the necessary time to carry out all tasks of a Trustee. This includes regular monthly attendance at board meetings (third Tuesday of each month at 6:15pm) and any resulting work. The estimated time commitment may range from two to eight hours per month. Anyone who wishes to serve as a Trustee should understand and be willing to commit to the time expectation for the benefit of the Library.
- Be familiar with and promote the mission of the Library within the community and be reasonably informed about current efforts at the Library.
- Be committed to intellectual freedom.
- Understand the needs of the community and bring forward suggestions for how the Library might meet those needs.
- Be an active patron of the Library and/or have a well-known understanding of the basic functioning of a public library or a willingness to learn.
- Be able to work respectfully and cooperatively with others.
- Complete two hours of Trustee training each year outside of board meetings in addition to the New York State sexual harassment training.

What Trustees do:

- Support the mission of the Library, as well as creating and developing ideas for expanding and/or meeting our mission in the community.
- Regularly evaluate the Library's programs and services based on community needs.
- Select, hire, and regularly evaluate a qualified Library Director.
- Work with the Library Director to secure adequate funding for the Library's programs and services.
- Work collaboratively with members of the Board of Trustees to promote and support the mission of the Library.
- Exercise fiduciary responsibility for the use of public and private funds.
- Adopt policies and rules regarding library governance and use.
- Maintain a facility that meets the Library's and community's needs.
- Promote the Library in the local community.
- Conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff, and public.

PART I: PERSONAL INFORMATION

Please attach your resume or curriculum vitae to this application for review by the Board of Trustees and the Library Director.

Please "✓" the appropriate boxes to let us know where you prefer to receive email and be contacted via phone.

Phone: Home Cell Work Email: Home Work

Trustees must be a resident of New York State. Please affirm that you currently reside in New York State:

Yes No

I have been a resident of New York State since: _____

Have you ever been convicted of a felony? Yes No

Please explain if desire:

PART II: EXPERTISE

Check all special skills or areas of expertise you would contribute to our organization.

- Arts and culture
- Community relations
- Event planning
- Facility maintenance
- Finance
- Legal
- Personnel
- Strategic planning
- Technology
- Other (please elaborate): _____

Board expertise: Indicate any boards on which you currently serve or have previously served, as well as any officer positions you have held.

Organization Name	Time Period	Position

Organization Name	Time Period	Position

Organization Name	Time Period	Position

Organizational expertise: Indicate any other community, school, and/or charitable activities in which you have been or are currently involved.

Organization Name	Time Period	Position

Organization Name	Time Period	Position

Organization Name	Time Period	Position

PART III: OUR ORGANIZATION

What is it about the Apalachin Library that interests you in becoming a board member?

How do you feel you can best contribute your time and effort to help the Apalachin Library achieve its mission?

Our board meetings take place monthly on the third Tuesday at 6:15pm (approximately 12 meetings per year). In a given year, how many meetings do you believe you will be able to attend?

PART IV: SUBMISSION

Please send this form, along with your resume or curriculum vitae, via one of the following:

MAIL TO: Apalachin Library, Attention: Board Member Selection Committee, PO Box 163, Apalachin, NY 13732

or

EMAIL TO: apalachinlibrary@gmail.com

or

DROP OFF: inside envelope addressed to “Board Member Selection Committee” at the front desk of the Apalachin Library during open hours or in the Apalachin Library book drop during closed hours

By signing below, I certify all information is correct to the best of my knowledge. I also understand that by signing below I consent to a New York State Sex Offender Registry background search by the Apalachin Library and that unsuitable results may lead to the disqualification of my application.

Signature

Date

Board Member Selection Process

The Apalachin Library strives to develop a board that reflects the community and understands its many needs. The selection of a new board member consists of identifying, assessing, and recruiting a qualified resident of New York State for appointment to the seven-member board of the Apalachin Library. A new board member may be appointed to fill the mid-term vacancy of a departing member (at a time other than at the January board meeting) or be appointed to their own five-year term, commencing with the January board meeting. Please see the *Bylaws of the Apalachin Library Association* for more information. The steps below provide guidance for this process.

Step One: The Board assesses existing circumstances to determine new and/or ongoing needs of the Library and the skills and attributes of current board members to determine gaps that need to be filled.

Step Two: Based on identified needs, current board members and staff recommend names of potential board members. If the vacancy is an officer position, current non-officered board members may nominate themselves. The Board may also recruit candidates by announcing the vacancy and soliciting interest on social and local media.

Step Three: A two- to four-person Board Member Selection Committee is formed to evaluate the list of recommended candidates; up to two candidates per position are invited to fill out and submit the *Board of Trustees Application*, along with their resume or curriculum vitae.

Step Four: The Board Member Selection Committee reviews the application(s) by using the Board Member Selection Rubric and provides a recommendation to the Board of one or two final candidates per position.

Step Five: Upon Board approval, representative members of the Board Member Selection Committee invite the recommended candidate(s) to participate in an interview. Refer to the Board Member Selection Interview Questions below for a suggested list of interview questions.

Step Six: The Board Member Selection Committee determines the top candidate, and a recommendation is made to the Board. Upon Board approval, the top candidate is invited to the next board meeting.

Step Seven: At the end of the board meeting, the nominee is officially appointed to the Board.

Board Member Selection Interview Questions

1. Our board meetings take place on the third Tuesday of each month at 6:15pm. Would you be able to regularly attend these meetings?
2. Tell us about your current relationship with the library. Do you attend programs? Check out library materials? Use the online catalog or website?
3. What do you see as the library's main role in the community?
4. What special skills or strengths would you bring to the board?
5. How would you help to raise awareness about library services, programs, and collections?