

**Wells Branch Community Library District  
Application for Appointment to the Board of Trustees**

Trustee terms are for two years. If a trustee must vacate a position before his/her term is complete, another eligible person may be appointed to complete the term. *In order to be eligible, you must be a registered voter, live within the boundaries of the library district and be willing to give your time and energy.* Trustees typically give several hours per week. Additionally, trustees are expected to serve on committees and must be able to attend monthly meetings. Trustees may be called upon at any time to represent the library. The Board of Trustees is completely unpaid.

The District currently has a vacancy for the position expiring at the first meeting after the November 2018 General Election. This position is eligible for re-election in 2018.

If you are interested, please fill out the following information and give it to a staff or board member.

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you visit/use the Wells Branch Community Library? \_\_\_\_\_  
Do you have experience serving on a board? (not required) If so, what was your office? Please describe.

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

Do you have any library experience? (not required) Please describe.

Do you have other volunteer experience? (not required) Please describe.

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

What do you hope to accomplish as a Trustee?

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

What do think is the greatest purpose/service of the Wells Branch Community Library?

What do you think could be improved about the Wells Branch Community Library?

\_\_\_\_\_

Please initial the following:

\_\_\_\_\_ I have read and understand the Code of Behavior for the Board of Trustees

\_\_\_\_\_ I am able and willing to give of my time and energy to serve and represent WBCL

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Wells Branch Community Library Code of Behavior for Board of Trustees

1. Trustees will not allow personal or political agendas to interfere with the board's responsibility to serve the best interests of the library. Each Trustee must acknowledge and act in accordance with the formal position of the board even if they personally disagree. Every endeavor that the board takes on and every decision made should be done in order to fulfill the mission and purpose of the library.
2. Trustees must place the community's interests above their own personal interests when making decisions as a board member.
3. Trustees should contribute support consistent with the library's expectations of board members. Board members should give freely of their time and talents and solicit volunteers and advocates to support the library.
4. Trustees will be respectful of the Library Director and his or her position and will not interfere with his or her administrative duties or undermine the Director's authority both with the staff and with management of the library.
5. Trustees will respect the established organizational chain of command for the library. There are no restrictions on contact initiated by employees with Trustees, but the Library Director must be informed about scheduled meetings.
6. Trustees will refrain from making special requests of the staff. Board members can request information and reports (such as another copy of the budget or last month's client statistics report) on a time available basis, but absolutely must stop short of directing staff work by asking for reports that are not already prepared (new reports can be requested in writing of the Director to support committee actions or board actions within available time).
7. Trustees will be circumspect in all interactions with staff. A Trustee must never assume a position of authority over staff because of board position, nor infringe upon staff time to provide special assistance, without seeking direction from Library Director. It is understood that the Board of Trustees is only a governing body when in session and that individual Trustees do not direct or manage the library or its personnel.
8. Personnel grievances must go through the channels specified in the personnel policies. Board members should direct staff complaints to those channels.
9. Any issues brought to the attention of a trustee should be communicated to the Director. Complaints from citizens should be directed to the complaint policy and follow the prescribed procedure.
10. Trustees will adhere to and support confidentiality laws and policies, as well as all other state and federal laws as they apply.
11. Trustees will actively formulate policies to provide a framework that enables staff to develop the operational procedures necessary to successfully complete the library's mission.
12. A Trustee must be especially careful to adhere to all legislation and policy regarding open meetings and conflicts of interest. It is incumbent upon any Trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
13. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals and no individual Trustee shall take actions in or on behalf of the library to censor materials.
14. Trustees may support the library as members of TLA and ALA.