

# BOARD OF TRUSTEES



## Board Responsibilities

- Be an advocate for the Library
- Recruit and employ a qualified Library Director to run day to day operations
- Identify and adopt written policies to govern the operation of the library
- Ensure that the library has a long range, strategic plan
- Assist in financial management
- Promote the mission of the library
- Participate in continuing education for Board Members
- Utilize email as a form of communication for Board business

No specific library experience is required to serve on the Board. The Board needs people interested in actively serving our community and helping the library thrive. Trustees are usually library users or have a deep interest in the long-range vision for the library and community.

Trustees are considered a library representative & are encouraged to attend various library activities. Trustees are expected to take an interest in library staff, events and public relations. Support of The Sedalia Public Library Foundation, is also encouraged.

## How are trustees chosen?

- Applications may be reviewed by the Library Board, Library Director, and the Mayor of the City of Sedalia.
- Trustees are appointed by the Mayor of the City of Sedalia

## What is the time commitment?

- We meet on the 2nd Monday of each month at 5pm. Meetings typically last one hour.
- Plan to serve on a special committee that meets as needed.
- Advance notice is expected if you cannot attend a meeting.
- Trustee terms are for three years. If replacing a member who has resigned prior to his/her term expiring, you will serve until the prior trustee's term would have expired.
- Members can serve 3 consecutive terms.

# APPLICATION BOARD OF TRUSTEES



**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Email address** \_\_\_\_\_

## **Please answer the following questions:**

What skills and/or interests do you have that would support the library?

As Board Members, we are constantly striving to improve our services. What opportunities for improvement do you see at this time?

What specific skills or experience do you have that would benefit the oversight of the library?

Are you serving currently (or in the past) on any other Boards?

Thank you for your interest. Any questions can be directed to Billie Dunn, Board President (660-473-0212) or Jamie Sparks, Director at 660-826-1314 or [jsparks@sedalialibrary.com](mailto:jsparks@sedalialibrary.com). Your application will be forwarded to the Mayor of the City of Sedalia.