



ARE YOU INTERESTED IN SERVING ON THE LIBRARY BOARD?

Kentucky statute limits the number of years a library trustee may serve. In the coming months the Graves County Public Library board will have two members up for renewal, but we need two more names to submit to KDLA. So, the library is seeking to identify a pool of dedicated individuals who have a passion for public libraries and the ability to effectively advocate for them. **This is a volunteer position.** Trustees are never compensated for their service.

Do you have the interest, energy, and expertise necessary to be a trustee? It requires a sincere commitment to the library, the ability to represent it well in the community, some leadership and business skills, a talent for working well in a team environment, the ability to bring community needs to the attention of the library and library needs to the attention of the community, and dedication to spending the necessary time to do the job well.

Library trustees are legally and financially responsible for what the library does and does not do. **They must be able to attend and actively participate in all monthly meetings on the third Monday at 5 pm** as well as any called special meetings. They must share with other board members a common concern for the well-being of the library. Trustees discuss and debate matters before making decisions, but once decisions are made all board members support them. Trustees promote and advocate for the library by lobbying lawmakers, communicating the library's mission to the community, and actively participating in public relations functions. Furthermore, trustees educate themselves by participating in orientation and other learning opportunities.

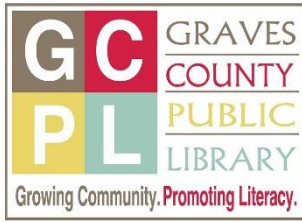
Library trustees are appointed by the fiscal court from a list provided by the Commissioner of the Kentucky Department for Libraries and Archives. The term is four years, with eligibility to serve a second term. If you are interested in joining, pick up a Trustee Application form at the Graves County Public Library and **submit it by September 19th**. Applications can be dropped off at the library to the attention of Deana Gschwind, Library Director, e-mailed to directorgcpl@mewsbb.com, or mailed to:

Graves County Public Library
Deana Gschwind, Director
601 N 17th St.
Mayfield, KY 42066

BOARD OF TRUSTEES

SELECTION PROCEDURES FOR VACANCIES

- Typical Reasons for Vacancies
 - End of first term (reappointment possible)
 - Term limit (end of second term)
 - Lack of attendance
 - Resignation
 - Removal
- Reappointment Possible
 - The board will determine member's and board's desire for reappointment
 - If reappointment agreeable
 - Member name will be submitted by the director to the state librarian
 - The board shall seek a second name to submit in compliance with these procedures
 - If reappointment not supported
 - The board will follow the procedures for filling a vacancy
- Advertise Vacancy
 - An announcement of the vacancy shall be made on the library's website, and through social media, along with other such venues
 - All announcements shall run for a minimum of two weeks
 - All announcements shall include a brief description of responsibilities and a deadline for application date
- Seek Applications
 - Anyone interested in applying for the vacancy must submit a completed "Board Vacancy Application" online
 - Only those applications received by the advertised deadline shall be considered
 - Applications for board vacancies will be kept until vacancy is filled
- Review of Applications
 - Following deadline, the board shall meet to review applications at the next board meeting
 - Any candidate to be considered must meet the minimum requirements
 - Legal residence within Graves County
 - Ability to make monthly meetings
 - Commitment to the provision of excellent library service throughout the district
 - Applications should be reviewed for
 - Minimum qualifications
 - Geographic representation
 - Special skills, education, or affiliations
 - Desire and interest
- Selection Options
 - After reviewing the candidates, the board has two options
 1. Submit two qualified names for each position, OR,
 2. Select no candidates then reopen the search
 - If option two is selected,
 - Candidates are notified and the search is reopened
 - If two qualified candidates are selected, the library director will submit recommended names to the state librarian
- Upon approval, the state librarian shall forward the names to the County Judge-Executive
- The County Judge-Executive, with the approval of the Fiscal Court, shall select and appoint one of the two submitted candidates to a term of four (4) years.



Graves County Public Library
Board Vacancy Application

Membership as a trustee is open to all persons over the age of (18) yrs. and who reside within Graves County and who are interested in furtherance of the purposes of the Graves County Public Library.

Date Submitted	Are you available to attend a board meeting on the 3rd Monday of each month at 5:00p.m.? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Last Name		First Name	Middle Initial
Street Address			
City	State	Zip	Are you a resident of Graves County?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently serving on another Special Purpose Govt. entity? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Home telephone	Alternate telephone	Email	
Preferred method of communication	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Other <input type="checkbox"/> Text		
Are you related to, or otherwise closely associated with anyone now employed by Graves County Public Library?		If yes, please indicate whom and relationship	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you a current user of the public library?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Occupational Background			
Education			
Community organizations or affiliations			
What goals and directions do you feel should be			

important to the library board?	
Why are you interested in serving as a library trustee?	

BOARD RESPONSIBILITIES: To be considered a qualified applicant for a trustee position it is necessary for you become and stay knowledgeable about public library issues and to carry out board assignments.

- Attend all board meetings; participate in discussion; and support board decisions
- New trustees must be willing to become a certified trustee under the auspices of The Kentucky Department for Libraries and Archives and The Kentucky Public Library Association
- Advocate for the library
- Secure adequate funds for the library
- Hire a qualified and competent director and delegate management responsibilities
- Support the director as well as demand accountability for a quality library
- Monitor and evaluate the finances; the director's performance; the library's progress towards goals; and the performance of the board
- Establish and approve policies for the library
- Comply with federal, state and local laws and regulations pertinent to public libraries

BOARD TERMS AND COMPENSATION: Trustees are appointed by the County Judge Executive with approval of the Fiscal Court. Except for filling unexpired terms, trustees may serve for two consecutive terms (four years each), after which they shall not succeed themselves for at least one year. 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. Attendance is required for one board meeting per month. Missing four meetings is considered resignation from the board.

CONFLICT OF INTEREST: 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 the library funds are expended. 2. No board shall newly employ as a member of its library staff any member of the board or any person related closer than a second cousin to any member of the board.

Signature