

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 Boyd 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.

Adopted: 7-17-17