Board of Trustees Application

Purpose/Principle:

To provide quality library services to the Northampton Area School District, the Northampton Area Public Library requires a working team of a Library Director and a Board of Trustees who are informed to make necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a trustee. Trustees serve without compensation.

The Library Board is composed of no less than five (5) and no more than nine (9) members who are appointed by the Northampton Area School District Board of School Directors on recommendation of the current Library Board of Trustees. The term of office is three (3) years, and a Trustee may fill an unexpired term and/or serve for consecutive terms. Should the Board of Trustees have less than five (5) members, the Board will actively seek applicants to fill any vacancy that occurs.

Prospective Trustees should be aware of the following criteria, which will be used by the other Board members of the Northampton Area Public Library in evaluating candidates for the vacant position. A Trustee must:

1. Live in the seven (7) municipalities that create the Northampton Area School District: Allen Township, Bath Borough, Chapman Borough, East Allen Township, Lehigh Township, Moore Township, and Northampton Borough.
2. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about public library issues, to attend Board meetings, and to carry out Board assignments.
3. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
4. Understand the local community, its social and cultural needs, and be willing to communicate those needs to the Board.
5. Be able to work with others to reach a common goal.
6. Be open-minded, intellectually curious, and respectful of the opinions of others.
7. Have the courage to plan creatively and direct the effective implementation of those plans.
8. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

What Trustees Do:
- set library policy,
- approve library budgets,
- employ and evaluate the director,
- plan for the future,
- be an advocate for the library,
- do anything else necessary for the proper management of the library.

If a candidate has questions or requires additional information, please contact a Trustee (board@northamptonapl.org) or attend a Board meeting. **Potential candidates are required to attend at least two (2) meetings before the Trustees will consider recommending them for appointment by the School Board.** Board meetings are held the second Thursday of each month at 6:30 P.M. in the Northampton Area Public Library Meeting Room.

Procedure:

1. Potential Trustees may submit their applications via mail, at the Help Desk in the Northampton Area Public Library, via e-mail, or at any Board of Trustees meeting.
2. For each vacancy, the Northampton Area Public Library Board of Trustees selects an individual who is committed to the provision of library service.
3. The name(s) of the selected individual(s) is/are recommended to the Northampton Area School District Board of School Directors.
4. The Board of School Directors appoints the recommended individual(s) to the Northampton Area Public Library Board of Trustees for the proposed three-year term.
5. The newly appointed Trustee(s) begin(s) their term and receive(s) all voting rights at next scheduled Board of Trustees meeting.

Board Terms:

Except for the initial establishment or filling unexpired terms, Trustees shall serve in staggered three-year terms. A Trustee's three-year term begins immediately upon School Board approval for all vacant positions.

Board Compensation:

Members of the Northampton Area Public Library Board of Trustees shall not receive compensation for their services but shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties.

Board Meetings and Attendance:

1. The Board shall meet on a regularly scheduled basis once each month.
2. The absence of a Trustee from three regular monthly meetings of the board during one year of the Trustee's term shall constitute automatic resignation unless excused by the Board for good and sufficient reasons.

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 library funds are expended.
2. Trustees shall not be relatives of current library employees.

Please submit completed applications to:
Board Member Application   OR   vlaroche@northamptonapl.org
Northampton Area Public Library
1615 Laubach Avenue
Northampton, PA 18067

Board of Trustees Application for Appointment

Name: _____

Address: _____

_____

Municipality: _____

Occupation/Profession: _____

Phone: _____

Email: _____

I have been a resident of the Northampton Area School District since: _____

I am able and willing to attend a 6:30 p.m. monthly meeting, typically the 2nd Thursday of the month:
Yes ☐   No ☐

Please describe any prior qualifications (work experience, education, attributes, skills/training, employee of or members of the local school district board or local government board or council) that you feel would provide positive input to the work of the library board. *Please use another sheet of paper if necessary.*

Please explain why you are interested in becoming a library trustee.

Please share your opinion on the importance of libraries.

What segment(s) of the Northampton Area School District do you feel you represent? (Possible examples: retirees, parents of young children, small business owners, etc.)

Please briefly discuss the goals and directions that should be important to this Board.

What do you see as the library's role in the future?

What is one thing you think the library currently does very well?

What is one thing that could be done to make library services even better?

Other comments:

Signature   _Date_