



Application for Library Board of Trustees

The Le Mars Public Library Board of Trustees is seeking applicants to serve on the Library Board of Trustees. Trustees are appointed to a four year term and are eligible to serve two terms. This is an unpaid position. If you are interested in serving on the Library Board, please fill out this application and return it to the Library. For more information, please see the "job description" on the back of this sheet.

Please returned application by June 2, 2017

Date _____

Name _____

Address _____

Phone _____ Email address _____

Why are you interested in serving on the Library Board of Trustees?

Please describe any experience you have that you feel would be beneficial to the Board of Trustees.

Do you presently serve in any other appointed position on a Board, Commission or Committee? If yes, what position?

Thank you for your interest in service to the community of Le Mars.

Signature _____

“Job Description” for Public Library Trustee

Responsibilities:

To advocate for the library in the community, to oversee the general operation of the library and monitor its effectiveness, to establish policy, to determine the budget, to conduct public relations, and to plan for the future of the library.

Duties:

Attend all board meetings and participate appropriately. Read board minutes and other materials sent out before the board meeting. Be informed about all phases of the library operation. Serve on committees as assigned by the board chair. Lend expertise and leadership to the board for the good of the library. Actively participate in workshops and activities. Visit the library often and be acquainted with its services by using them. Be an advocate for the library.

Qualifications:

Board members must reside within the city limits of Le Mars and be over the age of 18 years. Possess a true sense of the library’s enormous importance to the economic, social and educational life of the community. Have an appreciation for the library and a desire to provide the best possible services for the community.

Skills, beliefs, abilities:

- The ability to work with people.
- The skill to lead and preside at board meetings.
- The ability to plan.
- The belief in the importance of access to the materials of lifelong independent learning for everyone.
- The ability to communicate effectively.

Accountable to:

The taxpayers and the people served by the library.

Library Trustees are appointed by the Mayor and confirmed by the City Council. There is no monetary compensation for this position. Trustees serve a four-year term and may be appointed to a second four-year term.

The Le Mars Public Library Board of Trustees meets on the second Monday of each month at 5:30. Special meetings are sometimes called, and committee meetings are held in addition to Board meetings.

Please direct questions to Shirley Taylor, Library Director, at 546-5004.

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