

## Heights Libraries Procedures for Selection of Board Members

The Cleveland Heights-University Heights Board of Education is charged by law to appoint members to the Board of Library Trustees. The Board of Education and the Board of Library Trustees will act as a committee of the whole to interview applicants for vacancies on the library board. The Board of Education will make the final selection.

### General Procedures

The selected applicant to the Library Board will conform with Section 3375.15 of the *Ohio Revised Code* (“...No one is eligible to membership on such boards of library trustees who is or has been for a year previous to his appointment a member of a board of education making such appointment. A majority of such trustees shall be qualified electors of the school district, but a minority may be qualified electors of the county who reside outside the school district, and all shall be appointed by the board of education of the school district. Such trustees shall serve for a term of seven years and without compensation. All vacancies on such boards of library trustees shall be filled by the board of education by appointment for the unexpired term.”)

- In **recruiting** candidates, the library will use as many methods as possible to notify the community that there a vacancy on the Board of Library Trustees. This may include, but not be limited to, an article in the *Sun Press* and the solicitation of referrals from staff and members of the Board of Education and the Board of Library Trustees.
- Applications shall be available through the Administration Office of the library and the Office of the Superintendent of Schools beginning October 12. They are to be returned to the **Administration Office of the library** no later than **7:00 pm on Tuesday, November 10, 2020**. They will then be copied and distributed to the members of the Board of Education and the Board of Library Trustees.

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The **interviewing** of candidates:

- All perspective applicants are strongly encouraged to attend an information meeting about library board service on **Wednesday, November 11, at 7:00 pm**, online via Zoom. RSVP to Nancy Levin (216)-932-3600 ext. 1240.
- Shall take place at a special meeting of the Board of Education that shall be open to the public. This meeting is scheduled for **Tuesday evening, December 1, 2020**.
- Each interview shall be approximately 10–15 minutes in length.
- After the interviews have taken place, the Board of Education shall meet in Executive Session to identify the candidate whose qualifications best meet the needs of the library based on the criteria given below. The appointment to the Board of Library Trustees will be announced at a later meeting of the Board of Education.

The following **criteria** are used in making an appointment to the Board of Library Trustees:

- Consideration will be given to a diversity of interests, a balance of age, sex, ethnic background and socioeconomic levels, geographic distribution and experience and/or knowledge in a variety of fields.
- The Board should strive to include members with: professional experience in law, education, marketing, finance/accounting and personnel; practical business experience, executive ability, management skills, and plain common sense; political know-how.
- Because of the requirements of funding and support, consideration will be given to people who are active in community affairs and have access to resources and/or affiliations with other organizations of importance to the library.
- Nominees should have an interest in the work of the public library, a commitment to its goals, a recognition of its importance as a center of information for community culture, recreation and continuing education, and the ability to work as the member of a team. They should be willing to ask questions, offer criticism and make suggestions. They should have the courage to plan creatively.
- A commitment to the concepts of intellectual freedom is essential.

### Responsibilities of a Public Library Trustee

Library board members serve a seven-year term and, as a committee of the whole, have the following responsibilities:

#### **Policy Making:**

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Determine the goals and objectives of the library and methods of evaluating progress toward meeting them.

### **Administration:**

Keep in touch with the library's progress and problems through reports from the Director and staff, personal use of the library, and feedback from the public.

### **Budget:**

Scrutinize preliminary budget submitted by the Director, make necessary changes, and officially adopt the budget request.

Explore and consider all ways of increasing the library's income through new sources and by cooperating with other libraries.

### **Board Meetings:**

Attend and participate in all regular and special meetings (open board meetings are held on the third Monday of the month, usually ten times a year).

Attend at least ten committee meetings, including executive sessions, per year.

### **Public Relations:**

Serve as a "connecting link" between the library and the community, interpreting one to the other.

Attend perhaps five to ten community/professional meetings each year.

### **Planning for the Library's Growth:**

Analyze the community and consider the library's strengths and weaknesses in relation to the community.

Set goals and adopt short and long-range plans for the library's growth and improvement of services.

Set priorities and decide on courses of action to implement plans.