

# Everett Free Library Board of Trustee Application

In order to provide quality library service to the Everett Free Library service area requires a working team of Library Director and a Board of Library Trustees who is informed and makes the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a Trustee. Trustees receive no payment for their work.

The Library Board is composed of (13) thirteen Trustees. Prospective trustees should be aware of the following criteria, which will be used by the other Board members of the Everett Free Library in evaluating candidates for the vacant position. A Trustee must:

1. 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.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate those needs to the Library Director and Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

A public announcement is made when there is a Board vacancy. The vacancy will continue to be advertised until the position has been filled by a qualified candidate; however, applications may be submitted at any time, whether or not there is a vacancy, and will be kept on file for one year. It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The application is used to ensure that the Nominating Committee can seek appropriate skills, strengths, and connections.

If a candidate has questions or requires additional information, please contact a Trustee or attend a Board meeting.

Please submit completed applications to:

Amber Snyder, Library Director

Everett Free Library

137 E Main Street

Everett, PA 15537

Phone: 814-652-5922

Fax: 814-652-5425

(email: [asnyder@everettlibrary.org](mailto:asnyder@everettlibrary.org) Subject line: Trustee Application)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please mark the municipality you live in:

\_\_\_\_\_ Everett Borough      \_\_\_\_\_ East Providence Twp      \_\_\_\_\_ Hopewell Twp

\_\_\_\_\_ Mann Twp      \_\_\_\_\_ Monroe Twp      \_\_\_\_\_ Snake Spring Twp

\_\_\_\_\_ Southampton Twp      \_\_\_\_\_ West Providence Twp

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

Describe any qualifications (work/volunteer experience, education, attributes, skills/training) that you feel would provide positive input to work of the library board.

List any former or current public service activities and accomplishments in the community (boards, committees, service clubs, school groups, etc).

Indicate those areas in which your knowledge would be of benefit to the library board.

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Finance          | <input type="checkbox"/> Personnel   | <input type="checkbox"/> Long Range Planning    |
| <input type="checkbox"/> Legal            | <input type="checkbox"/> Technology  | <input type="checkbox"/> Building Programs      |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Management  | <input type="checkbox"/> Governmental Relations |
| <input type="checkbox"/> Education        | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Grant Work             |

Other: \_\_\_\_\_

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

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

The Board of Trustees meets throughout the year in the Everett Free Library at 7:00 pm, the fourth Monday of every month except July and December. It is imperative that trustees are available at this time. Trustees may be removed from office for inability to attend meetings. Trustees may be asked to join and attend committee meetings at convenient times. Will you be able to comply with these requirements?

Yes     No

Committee Interests (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Personnel Committee  | <input type="checkbox"/> Building and Grounds Committee |
| <input type="checkbox"/> Fund Raising Committee   | <input type="checkbox"/> Nominating Committee           |
| <input type="checkbox"/> Federated Library System of Bedford County System Board Representative |   |

Are you a registered voter:  Yes     No

Are you related to anyone currently working at the Everett Free Library or serving on the Board of Trustees? If so, please list the name and relationship.

References: Please list three references (individuals qualified to confirm your capabilities and their contact information.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Trustee, any false statements, omissions, or other misrepresentations made by me on this application may result in my dismissal. By my signature below, I affirm that I have never been convicted of a felony.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this application form and for your interest in becoming a Trustee.