

# W.G. RHEA PUBLIC LIBRARY BOARD APPLICATION

## About the Board of Trustees

The W. G. Rhea Public Library is an independent entity serving the residents of Henry County and the City of Paris. Its operational budget is funded on a 50/50 percentage basis dependent on the Henry County government and City of Paris government.

The Board of Trustees is appointed equally by Henry County and City of Paris and is responsible for:

- setting library policy
- employing and evaluating the director
- planning for the future
- exercising legal responsibility for the library
- approving an annual budget and overseeing finances
- advocating for the library

Each Trustee serves a three-year term. Terms can be served twice consecutively before Trustees must roll off for at least three years before joining the Board again. Of the 9-member board, 5 Trustees are appointed by the Henry County Commission and 4 Trustees by the Paris City Commission. With each appointment year, the maximum number of trustees will alternate between the County and City Commissions. Board meetings are held every other month (6 times per year) on the 3<sup>rd</sup> Tuesday at 4:00 p.m. Special meetings are sometimes called and committee meetings are held in addition to Board meetings.

## Board Trustee Qualifications

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. Have an appreciation for the library and a desire to provide the best possible services for the community. Maintain a sensitivity to the political conditions in 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.

## Goals for each Board Trustee

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, attend Board meetings, and 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 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.

## Important Board Trustee work includes:

- Advocating for the library in the community and advocate for the community as a member of the library Board
- Supporting the basic library tenets of intellectual Freedom, which are (a) Freedom to Read (b) Confidentiality of Patron Records (c) Library Bill of Rights (d) Public's Right to Information
- Participating in all Board meetings, reading Board minutes and other materials sent out before the Board meeting and serving on committees as assigned by the Board chair
- Adhering to the Tennessee Open Meetings Act
- Visiting the library often and being acquainted with its services by using them
- Participating in 3-5 hours of Board development training each year, as well as workshops and activities
- Reviewing library policies and bylaws annually
- Securing adequate allocations for library operations and understanding the library's financial situation
- Regularly reviewing financial reports, assist in budget preparation and representing the library to county and city budget committees
- Employing and annually evaluating a competent library director who is responsible for the daily operation of the library
- Being aware of local, state and federal library laws and issues, taking action when appropriate
- Visiting other libraries and talking to trustees from other libraries
- Abiding by majority decisions reached by the Board and publicly supporting these decisions
- Follows established chain of command for effecting change, working through the library director
- Participating in ongoing strategic planning
- Regularly evaluating the Board's action using standard evaluation tools
- Lending expertise and leadership to the Board for the good of the library.

**Board of Trustees Application Form**

Thank you so much for your interest in serving!

Name		
Address		
City, State, Zip		
Occupation		
Are you a registered voter of Henry County?	Yes	No
Why would you like to serve on the Library Board?		
Have you been a member of other Boards, commissions, or committees? If so which?		
What segment(s) of the Henry County and/or City of Paris community do you feel you represent? (Possible examples: retiree, parent of young children, small business owner, etc.)		
How often do you use the W. G. Rhea Public Library? When other libraries are you familiar with?		

Please indicate those areas in which your knowledge would be of benefit to the library Board.	<input type="checkbox"/> Finance <input type="checkbox"/> Legal <input type="checkbox"/> Public Relations <input type="checkbox"/> Education	<input type="checkbox"/> Personnel <input type="checkbox"/> Technology <input type="checkbox"/> Management <input type="checkbox"/> Other:	<input type="checkbox"/> Long Range Planning <input type="checkbox"/> Programs <input type="checkbox"/> Governmental Relations
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To be an effective Trustee, I may need training or mentoring in the following:

What challenges and opportunities do you see for the W. G. Rhea Public Library, or for libraries in general, over the next few year?

One thing you think the library currently does very well:

One thing that could be done to make library service even better is:

Is there anything else you would like to tell us about your background or experience that might be helpful in advancing the purpose of the Library Board?

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