

Clapp Memorial Library Board of Trustees Application

In order to provide quality library service to Belchertown, the Clapp Memorial Library requires a working team of a Library Director and a Board of Trustees who are informed, knowledgeable and able to promote the development of the Clapp Memorial Library. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a trustee by becoming familiar with principles and issues relating to intellectual freedom and equitable provision of public library services. Trustees receive no payment for their work.

The Board of Trustees is composed of seven voting members along with the Chair of the Select Board, who serves as an ex-officio member. The term of office is three years. Prospective Trustees should be aware of the following criteria which will be used by the other Board members in evaluating candidates to fill vacant positions. A Trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes investing time learning about public library issues, attending Board meetings, and carrying 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. Be a strong and enthusiastic supporter of the Library.

WHAT TRUSTEES DO

- approve library policy
- employ and evaluate the director
- plan for the future
- participate in fundraising and other community outreach activities
- monitor the library's effectiveness
- advocate for the library in the community and for adequate funding from the municipal governing body

Board meetings are generally held the third Wednesday of every month at 6:00 P.M.

The Clapp Memorial Library Board of Trustees subscribes to the American Library Association Library Bill of Rights and the Freedom to Read Statement.

Please submit completed applications to: Board of Trustees, Clapp Memorial Library, P.O. Box 627, Belchertown, MA 01007 or email your application to Cyndi Harbeson, Library Director, at charbeson@cwmar.org.

Clapp Memorial Library
Application for Board of Trustees Position
(Use additional pages as required)

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBERS: (Day) _____ (Evening): _____

E-MAIL ADDRESS: _____

HOW LONG HAVE YOU BEEN A RESIDENT OF BELCHERTOWN?

PLEASE DESCRIBE ANY QUALIFICATIONS OR EXPERTISE (WORK EXPERIENCE, EDUCATION, ATTRIBUTES, SKILLS) THAT YOU FEEL WOULD CONTRIBUTE TO THE WORK OF THE LIBRARY BOARD.

OTHER VOLUNTEER OR CIVIC ACTIVITIES:

DESCRIBE YOUR PERSONAL EXPERIENCE WITH THE PUBLIC LIBRARY IN AREAS WHERE YOU HAVE LIVED.

WHY ARE YOU INTERESTED IN SERVING AS A LIBRARY TRUSTEE?

WHAT IDEAS OR INITIATIVES WOULD YOU LIKE TO SEE FURTHERED DURING YOUR TERM OF BOARD MEMBERSHIP AND HOW DO YOU FEEL YOU CAN HELP?

PLEASE INDICATE THOSE AREAS IN WHICH YOUR KNOWLEDGE WOULD BE OF BENEFIT TO THE LIBRARY BOARD:

Finance Long Range Planning
 Legal Technology Building Programs
 Public Relations Management Governmental Relations
 Energy Conservation Other: _____

WHAT DO YOU SEE AS THE LIBRARY'S ROLE IN THE FUTURE?

ADDITIONAL COMMENTS:

Signature

Date