

**Henderson Memorial Public Library Association  
Questionnaire for Prospective Members  
of the Board of Trustees**

Name _____	Date _____	
Address _____		
City _____	Township _____	Zip _____
Telephone _____		

Education \_\_\_\_\_

Occupation \_\_\_\_\_

How long have you lived in Ashtabula County? \_\_\_\_\_

Employment experience in the last 10 years (firm and type of work). \_\_\_\_\_

Membership in community organizations in last 10 years (please list offices held, if applicable) as well as volunteer experiences. \_\_\_\_\_

Are you related to, or otherwise closely associated with anyone now employed by the Henderson Library or on the Board of Trustees? If so, explain. \_\_\_\_\_

Have you served on the Henderson Library Board in the past? If so, list years of service. \_\_\_\_\_

State briefly your reasons for wishing to serve on the Henderson Memorial Library Board of Trustees. \_\_\_\_\_

**Henderson Memorial Public Library Association  
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of the Board of Trustees**

Indicate what special skills, talents, interests, educational background, or experiences qualify you to serve on the Library Board. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If chosen to serve on the Library Board, what would you want to accomplish during your 4 year term of office? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How often do you use the services of a library? \_\_\_\_\_

Which libraries do you use? \_\_\_\_\_

Board members must be members of the association. Are you a member of the association? \_\_\_\_\_

Have you read the attached 3 sheets? \_\_\_\_\_

Signature \_\_\_\_\_



**Please return this form to:**  
Henderson Memorial Public Library  
54 East Jefferson St.  
Jefferson, OH 44047

**Attachments-**

- ✓ Policy for Selection of Board Members
- ✓ Responsibilities of Public Library Board of Trustees
- ✓ Mission and Role Statement of Henderson Memorial Public Library

# **Responsibilities of Public Library Board of Trustees**

## **Policy Making**

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

## **Administration**

Monitors library's progress and problems through director's reports, personal use of the library, and feedback from the public.

## **Budget**

Reviews preliminary budget submitted by Fiscal Officer with the library director, makes necessary changes, officially approves budget requests.

Explores and considers all ways of increasing library's income

## **Board Meetings**

Attends and participates in all regular and special meetings.

Meets regularly second Tuesday of every month.

Attends committee or special meetings several times per year.

## **Public Relations**

Promotes the library to the community and keeps the library informed of  
community needs

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

Analyzes the community and considers library's strengths and weaknesses in relation to  
it.

Sets goals and adopts short and long-range plans for library's growth.

Sets priorities and decides actions to implement plans.

## **Henderson Memorial Public Library Association Policy for Selection of Board Members**

As a term of the Henderson Memorial Public Library Board member expires or as a vacancy occurs, the Board of Trustees shall follow the Constitution of the Henderson Memorial Library Association and the Guidelines for Selection of Henderson Memorial Public Library Board Members. The Guidelines shall be adopted by the Association membership, shall be distributed to Board members and to the public as needed and/or requested, and will be reviewed by an ad hoc committee every five years, or sooner, with revision voted on by Association membership at the Annual Meeting.

### **Guidelines**

When a vacancy occurs and in August of each year, the Nominating Committee shall solicit applications and recommendations in a timely manner so that an appointment may be made within fifty days of trustee vacancy or so that a summary of candidates' applications can be sent with Annual Meeting notice.

The recruiting of candidates will be done using the following method:

news releases through various media (including local papers)  
announcing the process and inviting interested people to submit  
applications.

solicitation of referrals from current Board members and staff

Association members will be notified of all board vacancies by mail annually in  
August.

The recommendation will be based on the following criteria:

The composition of the Board should include members with experience and/or knowledge in a variety of fields, such as, professional experience in law, education, accounting, personnel and labor relations; practical business experience, executive ability, management skills, and plain common sense; political know-how.

Nominees shall be members of the Henderson Memorial Public Library Association and should have an interest in the work of the public library, a commitment to its goals, the ability to work as a team member, and a willingness to ask questions, offer criticism and make suggestions.

They should also have the courage to plan creatively, and to withstand prejudicial pressures.

A commitment to intellectual freedom is essential.

A readiness to devote time and effort to carrying out the duties of trusteeship is necessary.

Nominees should have a recognition of the library's importance as a center of information of community culture, recreation, and continuing education.

### **The Process of Selection For Mid-Term Vacancies Shall Include**

- 1) appointment of a nominating committee as required in the HMPL Association Constitution Article V, Section 1 charged with recommending to the Board a nominee for appointment to the Board;
- 2) review of questionnaires by the nominating committee;
- 3) review of applications from the previous 12 months;
- 4) personal interviews with the top candidates by the nominating committee;
- 5) recommendation from the committee to the Board of the applicant it believes meet the qualifications and/or special skills needed to balance those represented by the continuing Board members;
- 6) action by the Board of Trustees on the recommendation of the committee

### **The Process of Selection for Expired Board Term**

- 1) appointment of a nominating committee as required in the HMPL Association Constitution Article V, Section 1 charged with recommending to the Board a nominee for appointment to the Board;
- 2) public notification of the vacancy as indicated in the Guidelines and distribution of "Questionnaire for Prospective Members...." Packet
- 3) Each August a notice of expired terms must be sent to all Association Members plus instructions for application
- 4) Select a slate of candidates and send a summary of their questionnaires with Annual Meeting packets

# **Henderson Memorial Public Library**

## **Mission Statement**

The Henderson Memorial Public Library strives to serve the diverse members of the Jefferson community. The library provides its community with materials for education, information, recreation and research.

## **Role Statement**

The role of the Henderson Memorial Public Library is to provide both information resources and popular works. It should offer materials for life-long learning, including reference materials, independent study resources and educational support for students of all ages. The library should meet the information and entertainment needs of adults, young-adults, and children through print and non-print materials, and programs.

Adopted by HMPL Trustees 4-13-92

Revised by HMPL Trustees 12-14-04, 8-12-08

Approved Henderson Memorial Public Library Association, Annual Meeting, 2-13-05, 11-9-08