

Millard Oakley Public Library Board

Application Our Mission Statement

The Millard Oakley Public Library exists to serve its community. Its primary function is to select, organize, preserve, and make freely available to everyone in its service area materials and services that will assist its users in fulfilling their educational, informational, cultural, and recreational needs.

The Board of Trustees is approved by the Overton County commission, and is responsible for:

- Setting the library policy
- Employing and evaluating the Library Director
- Monitoring the library's effectiveness
- Advocating for the library

The Millard Oakley Public Library Board consists of seven volunteer (unpaid) Trustees. Each Trustee serves a three-year term. Terms may be served twice consecutively before Trustees must roll over for at least three years before joining the Board again. Board meetings are held every two months (July, September, November, January, March, and May) on the 3rd Tuesday at 4:30 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
- Maintain a sensitivity to the political conditions in the community.

Skills, Beliefs, and 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 respectfully and effectively.

Accountable to:

The taxpayers and the people served by the library.

Goals for each Board Trustee

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.

- Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
- Understand

the local community, its social and cultural needs, and be willing to communicate those needs to the Board.

- Be able to work with others to reach a common goal.
- Be open minded, intellectually curious, and respectful of the opinions of others.
- Have the courage to plan creatively and direct the effective implementation of those plans.
- 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 tenants of intellectual freedoms, which are:
 - Freedom to read
 - Confidentiality of Patron Records
 - Library Bill of Rights
 - 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.
- Participating in 3-5 hours of Board development training each year, as well as workshops and activities.
- Reviewing Library Polices 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 Budget Committee Meetings.
- 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, and taking action when appropriate.
- Abiding by majority decisions reached by the Board and publicly supporting these decisions.
- Follows established chain of command for effective change, working through the Library Director.
- Participating in ongoing strategic planning.
- Regularly evaluating the Board's actions using standard evaluation tools.
- Lending expertise and leadership to the Board for the good of the library.

Board of Trustees Application Form

Name _____

Address _____

City _____ Zip Code _____

Phone _____

Email _____

Occupation _____

Are you a resident of Overton County? Yes No

Are you currently a library card holder in good standing? Yes No

How often do you use the Millard Oakley Public Library?

Would you be able to attend meetings on the 3rd Tuesday of every other month? Yes

No Why would you like to serve on the Library Board?

Have you been a member of other Boards, Commissions, or Committees or do you have other community volunteer experience?

What segment(s) of the Overton County community do you feel you represent? (Possible examples: retiree, parent of young children, small business owner, etc.)

To be an effective Trustee, I may need training or mentoring in the following:

Policy Development Public Relations Government Relations

Library Advocacy Budget Other _____

What challenges and opportunities do you see for the Millard Oakley Public Library, or Libraries in general, over the next few years?

What is one thing you think the library currently does very well?

What is one thing that you think could be done to make the library service even better?

Please indicate those areas in which your knowledge would be of benefit to the Library

Board Finance Personnel Long Range Planning Legal Technology Programs

Public Relations Management Governmental Relations Education

Other _____

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?

The following 2 (Non family) individuals are qualified to comment on my capabilities: 1. Name:

Address:

Phone:

2. Name:

Address:

Phone:

Signature: _____ Date: _____