

## Addison Township Public Library Library Board Trustee Application

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Your Full Name: \_\_\_\_\_

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

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

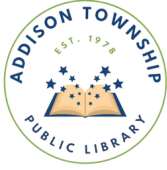
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Please answer the questions listed below to be considered for an appointment to the Addison Township Library Board of Trustees. You may use a separate piece of paper for your answers.

1. Why are you applying for this position?
2. Are you able to attend a monthly meeting at 7:00pm on the third Tuesday of each month, except for July and December? Plus, occasional special meetings and committee meetings?
3. What work experience, education, attributes, skills or training qualifies you for this position?
4. Briefly discuss your understanding of the purpose and goals of a public library board.
5. Describe any public service activities and experience (example: school groups, service clubs, other boards or commissions) that you feel could contribute to the success of the board, should you be appointed.

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

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



## **Addison Township Public Library Board of Trustee Appointment**

### **Job Description**

Trustees are appointed or elected citizens representing the community who constitute the body officially responsible for the overall operation of the Library. To provide quality Library service to Addison Township, ATPL requires a working team of a Library Director and a Board of Trustees who are informed and can make the necessary decisions to run the Library. The Library Board consists of six members and the term of appointment is four years. This current board appointment is valid until November 2028. The Board currently meets once a month on the third Tuesday of the month at 7:00pm at the Library. Meetings are open to the public.

### **Compensation**

- This is a citizen volunteer board and there is no payment for this position.

### **Required Qualifications**

- Must be an Addition township resident.
- Must be able to complete the appointment term.
- Be willing to commit the time that is needed to carry out the duties of a Trustee.

### **Preferred Qualifications**

- Should be a library card holder.
- Be knowledgeable about public libraries and understand their role in the community.
- Have some understanding about the local community.
- Be a team player. Ability to collaborate in a team environment and also be able to work independently.
- Strong communication and interpersonal skills.
- Strong commitment to public service and relations.
- Related field experience.

### **Responsibilities**

- Adopt bylaws and rules for the Board's governance.
- Maintain control over the building and groups of the Library.
- Control the expenditure of all funds credited to the Library.
- Appoint, supervise, evaluate, discipline or remove a Library Director.
- Approve an annual Library budget.
- Adopt policies, rules, and regulations regarding use of the Library.

To apply, please complete the attached form. Copies of this application are available at the library's circulation desk. Please return the complete form to Addison Township Public Library 1400 Rochester Road, Leonard, MI 48367 or email it to [delsarelli@addison.lib.mi.us](mailto:delsarelli@addison.lib.mi.us)

Thank you for applying and for your willingness to serve the community.