



WNPLD Trustee Vacancy: Information and Application

The Board of Trustees of the Warren-Newport Public Library District is seeking applicants for a vacated seat on the Board. The appointee will serve from August 2019 to May 2021. Interested candidates are encouraged to review this information on the WNPLD Board and submit the attached application.

Required Qualifications: Candidates must reside in the Warren-Newport Public District and be a registered voter.

Desired Qualifications: The Board seeks a candidate to fill the position of Policy Chair. Responsibilities include the systematic review, modification, and development of Board policies in keeping with the statutes of the State of Illinois. Candidates for Policy Chair must be proficient in writing, editing, and language skills. They should be familiar with or be willing to learn Microsoft Word and Track Change functions. Organizational skills are key to this responsibility. The Board will provide mentoring for this position, which requires about 3 hours a month outside of meetings.

Appointment Timeline: The Board would like to accept applications through July 11, 2019, interview candidates in executive session at the August 6, 2019 Committee of the Whole meeting, and approve the appointment at the August 20, 2019 Regular Board Meeting. The new Trustee will be sworn in immediately following that approval.

Length of Appointment and Election: The appointment will last until the May 18, 2021 Regular Board Meeting. The appointee may run in the 2021 election for any of four four-year seats, though this is not a requirement for being appointed.

Information about the WNPLD and the Board of Trustees:

WNPLD Mission Statement: The Library's mission statement provides the framework for the Board's planning and decision-making. It is, "The Warren-Newport Public Library District provides the community with access to information, kindles the imagination of children and adults, and supports lifelong learning." (Adopted by the Board, December 13, 2005)

WNPLD Website: <https://www.wnpl.info>

WNPLD By the Numbers: <https://www.wnpl.info/wnpl-by-the-numbers>

WNPLD Board Policies that Focus on Trustees:

- 1001 Bylaws: <https://www.wnpl.info/wp-content/uploads/policies/1001.pdf>
- 1020 Conflict of Interest: <https://www.wnpl.info/wp-content/uploads/policies/1020.pdf>
- 1030 Board/Executive Director Responsibilities:
<https://www.wnpl.info/wp-content/uploads/policies/1030.pdf>

WNPLD Board Information, agendas, minutes, policies, etc.: <https://www.wnpl.info/library-board/>

Meeting Schedule: The Board holds two meetings per month. Committee of the Whole (CW) meets on the first Tuesday of the month at 7 p.m. and typically lasts 60-90 minutes. CW meetings are used to discuss issues, solve problems, and come to consensus; no action is taken. The

Regular Board Meeting is held on the third Tuesday of the month at 7 p.m. and typically lasts 30-60 minutes. Regular Meetings include all action and votes taken by the Board.

Compensation: Trustees serve without compensation.

Core Responsibilities of Trustees: The Board is the legal trustee of the Library. As such, it is responsible for the welfare of the Library and its operation. In doing so, the Board's core responsibilities fall into the areas described below.

- Employment of the Executive Director. The Board's most important responsibility is to hire and evaluate a qualified Executive Director and to delegate the administration of the Library to her/him. While the Board is ultimately in charge, this delegation should reflect a high level mutual trust and respect between the Executive Director and the Board.
- Financial Responsibility. The Board has a fiduciary responsibility to ensure that WNPLD spending stays within the budget and supports the Library's mission. This work includes helping to develop the annual budget, holding a Public Hearing on and approving the budget, passing the annual Levy Ordinance to fund the Library, and controlling expenditures of Library Funds, to name a few.
- Library Policy. Board policies govern the operation of the Library and its services. Board policy work consists of reviewing policies on a regular basis, writing new policies when warranted, and retiring policies that are no longer needed. All Board policies are adopted and approved by a Board vote.
- Buildings and Grounds. The Board is responsible for the care and maintenance of the Library building and property. These responsibilities include, but are not limited to: planning for and monitoring the continual development of the entire site, conducting an annual inspection the Library's physical facilities to identify areas that are in need of repairs, and recommending any and all necessary repairs.
- Library Planning. The Board participates in regular strategic planning for WNPLD to effectively meet community needs within the framework of well-articulated goals and objectives. Each Strategic Plan is formally approved by a Board vote.
- Library Advocacy. Advocate for the Library when you're out in the community, and advocate for the community when you're in the Library. Join the Friends of the Library. Be passionate about libraries and especially about the Warren-Newport Public Library!

Trustee Duties: Individual Trustees are more effective when they practice these habits.

- Prepare for and attend all Board meetings.
- Participate in discussion and decision making.
- Be a good listener and a team player.
- Share the responsibility for work outside of meetings.
- Respect and abide by Board decisions.
- Respect the role of the Executive Director.
- Show interest in the community and its needs.
- Show interest in public libraries and library trends.

For more in-depth general information on Trustee Responsibilities and Duties, check the following links:

What Does a Library Trustee Do?

<https://www.webjunction.org/content/dam/WebJunction/Documents/illinois/ILtrustees-brochure.pdf>

Illinois Trustee Facts File

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

WNPLD TRUSTEE APPLICATION

Name:

Address:

Phone:

Email:

Occupation/Profession:

I have been a resident of the Warren-Newport Public Library District since: _____

I am a registered voter: Yes _____ No _____

Explain why you are interested in becoming a WNPLD Trustee.

Describe your educational background and work experience.

Describe any personal knowledge or experience (finance, legal, libraries, personnel, technology, public relations, strategic planning, or others) that you feel would enable you to make a positive contribution to the work of the Board.

Describe your abilities relevant to the Desired Qualifications listed above for the position of Policy Chair.

Describe your former or current public service activities and accomplishments in the community, such as work with other boards or commissions, school groups, service clubs, and the like.

Describe your experiences with the Warren-Newport Public Library.

Are there any goals or direction that you think should be important to the Board?

Signature

Date

Thank you for your interest in becoming a Library Trustee.

Return to the Library Administration Office at 224 N. O'Plaine Road, Gurnee 60031 or by email to Board President Jo Beckwith at jbeckwith@wnpl.info. Questions or inquiries can be directed to Executive Director Ryan Livergood at rlivergood@wnpl.info or 847-244-5150, ext. 3008 or to President Jo Beckwith at jbeckwith@wnpl.info or 847-814-1346.