TRUSTEE APPLICATION
for
NEILL PUBLIC LIBRARY BOARD OF TRUSTEES

Library Mission Statement:
The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

Library Vision Statement:
Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library. The Library Board supports and adheres to: the American Library Association's "Library Bill of Riqhts" and interpretations, "Freedom to Read Act." "Freedom to View Act," and "Intellectual Freedom Statement" and "ALA quidelines for Access to Electronic Information."

The Neill Public Library Board of Trustees governs the library with this mission and vision in mind.

- It is the trustee's obligation to see that adequate funds are obtained for good current library service, to assist in planning for future library services and facilities, and to support the mission and vision of the library.

- The Neill Public Library Board of Trustees consists of five members appointed by the Mayor of Pullman with consent of the City Council.

- This is a five-year term. Trustees may serve two consecutive terms.

- Board meetings are held at the library on the third Wednesday of each month at 3:00 p.m. in the Young Conference Room. Board members are expected to make a commitment to active participation and consistent attendance.

Applications must be received by December 1, 2011.

Return applications to: William Brock/Joanna Bailey
Neill Public Library
210 N. Grand Avenue
Pullman, WA 99163

OR email to: jbailey@neill-lib.org

Name: _____
Address: _____
Phone Number/Email: _____

You may attach a current résumé or vitae.

1. Why are you interested in this position?

2. What particular skills and interests would you bring to the Library Board?

3. Please list and briefly describe any affiliation you may have with libraries, library professions, and/or current Neill Public Library employees.

4. Please describe your prior and current community involvement, including your leadership experiences.

5. What do you see as the library's role in the community?

6. Public Libraries in the United States are proponents of the First Amendment - guaranteeing intellectual freedom. What would your response be to attempts to remove materials from the library or restrict their access?

Neill Public Library Trustee Job Description

Basic Functions
The board of trustees sets the direction for the library by adopting policies and long range plans; selecting a director, to whom it delegates the authority and responsibility for administration of the library; and overseeing the library's expenditure of funds. The board, with the assistance of the director, develops the library's annual funding request to the City, approves a budget, and authorizes and oversees all major expenditures. The board, as representatives of the community, presents, explains, and defends library policies and the budget to public officials and the general public.

Organizational Functions
Members of the board of trustees are appointed by the mayor with the approval of city council. The board is responsible for carrying out duties assigned by state law and/or local ordinances. The library director reports to the board of trustees, being accountable to it for proper fulfillment of assigned responsibilities.

Duties and Responsibilities of Trustees
1. Attend monthly meetings to review library services and operations, and to adopt policies for the functioning of the library.
2. Examine and evaluate the library's monthly financial report and annual audit to assess if service needs are being met.
3. Regularly establish and evaluate a strategic plan and general direction for the library.
4. Elect officers and participate on various committees.
5. Authorize the director to take specific actions, or conduct special studies for reporting to the board, as required by the priorities for the library.
6. Continually appraise the effectiveness, and perform an annual written evaluation, of the director.
7. Actively seek funding for the library's needs and services.
8. Advocate for and promote the library in the community, explaining policies and services whenever called upon by city council, public officials, or private citizens.