

GEAUGA COUNTY PUBLIC LIBRARY  
OPERATING POLICY MANUAL

SECTION: SELECTION OF BOARD MEMBERS  
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Members of the Geauga County Board of Trustees are appointed by County Commissioners or the Judge of the Court of Common Pleas. The Library Board, each year, may make a recommendation to the appointing authority. One Library Trustee is appointed each year. The Library Board may recommend re-appointment of a Trustee.

The following are guidelines and procedures used by the Library Board to select candidates to recommend for appointment.

**Guidelines for a Recommendation to Commissioners or Judge**

1. Library Trustees should be registered GCPL library cardholders. Further, Trustees need recognition of the library's importance as a center of information, and its role in the promotion of reading and life-long learning. Nominees should have an interest in the function and purposes of public libraries, a commitment to the promotion and advancement of public library services, a determination to be a team member, a willingness to ask questions and offer suggestions, and a desire to be an ambassador for the public library. Library Trustees must have a readiness to devote the time and effort to attend Board and committee meetings and in carrying out all other duties of trusteeship.
2. In order to bring balance to the Board, recommendations shall be based on such criteria as: diversity of interest, age, gender, socio-economic level, interest in public libraries, and experience or knowledge in a variety of fields.

Library Trustees are required by law to be registered voters in Geauga County. Place of residence in the library district may also be an important factor in serving on the Library Board, but no Trustee represents any geographical area or any other constituency. Library Trustees need to be advocates for effective, efficient library service in the entire district.

3. The composition of the Board may be balanced by including members with experience in such areas as: education, accounting, law, personnel, public

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relations, labor relations, parenting of school-age children, community service, public office or executive, library or business experience.

4. A commitment to the philosophy of intellectual freedom is essential in a Board member.

### **Procedures for Recruiting of Candidates**

1. When a vacancy is anticipated, a notice, including Trustees' duties and responsibilities, is posted in all libraries and stations, on the library's website and social media access points as appropriate. Biographical nominating forms will also be available at all libraries and stations and online.
2. Prospective candidates' names should be solicited from Board members, patrons, administrators, managers, supervisors, staff, Foundation members and Friends of the Library.
3. In order to create a larger pool of prospective candidates, the Library Board may solicit additional names from the president or chairman of community organizations such as: service clubs, business clubs, Foundations, and others. Letters to these officers will come from the President of the Library Board and will state the purpose as being to create a bank of qualified candidates for replacement of outgoing trustees.
4. Once the pool of qualified candidates is established, the Executive Committee reviews the nominating forms and may conduct interviews with prospective candidates.
5. The Executive Committee recommendation is shared with the full library board. Upon board approval, the Director forwards the recommendation to the appropriate appointing authority.

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