



TOPSHAM PUBLIC LIBRARY

March 1, 2023

Thank you for your interest in the Topsham Public Library's Board of Trustees.

The library is a 501(c)3 non-profit organization which is run by the Director under the supervision of the Board of Trustees. The Board is a policy making and governing board, meaning that the Trustees are responsible for running the library.

The library receives three sources of funding. Through a Memorandum of Understanding, the Town of Topsham provides 85% of the library budget and handles library payroll and other authorized expenditures as approved by the Director and Board of Trustees.

The remaining 15% of the budget is raised through local philanthropy. We are fortunate to receive money for programs such as storytime, book discussion groups, concerts, etc. from The Friends of Topsham Public Library, a separate organization. The library has been the recipient of several bequests, a portion of which are added to the Annual and Spring Appeals, to round out the annual budget.

We are grateful to the Town, our patrons and donors for their support of the library. We also have a dedicated cadre of volunteers who assist the staff with shelving library items and other clerical tasks. Last year, these volunteers provided over 1,300 hours of service totaling over \$40,500 in value.

We look forward to meeting with you and hope that even if you are not asked to join the Board, you will consider supporting us through one of the library Committees.

Please feel free to contact Barbara Swiderski (barbski72@yahoo.com), Chair of the Governance Committee, with any questions you might have. We would like to hold an hour long, in-person Trustee interview at your convenience from April 24- May 3.

Sincerely,

Susan M. Preece
Director

March, 2023 approved

Topsham Public Library Board of Trustees-Application

The Board of Trustees is the governing board responsible for setting policies and overseeing the overall operation of the library as implemented by the Library Director. The library's mission: "The Topsham Public Library connects resources, programs and services to the community to stimulate personal growth and enrichment." And vision: The Topsham Public Library is THE access point for traditional and innovative resources to meet the informational, social and cultural needs of an evolving community," guides the Board as it fulfills its duties.

Trustees serve three-year terms and meet once monthly, usually on the third Wednesday of each month, with additional time devoted to committee participation for a total commitment of about 10 hours per month. There are openings for terms beginning on *July 1, 2023*.

Please submit your application to the Topsham Public Library Board of Trustees. Candidate interviews will be scheduled at a mutually convenient time between April 24 and May 3. For more information, please contact Director, Susan M. Preece at 725-1727- director@topshamlibrary.org or Barbara Swiderski (barbski72@yahoo.com).

PLEASE RETURN BY *April 15, 2023*

Name:

Address:

Telephone:

Email:

Occupation:

1. Why are you interested in this position?

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2. Considering your previous experience and activities in business, labor, professional, social or other organization, indicate what you feel are the most important experience and abilities that qualify you for this position:

3. Have you served as a volunteer for, or as trustee or member of a non-profit organization, commission or public body? If so, indicate the agency, title of position, and duties.

4. What experience do you have with fundraising?

5. What benefits do you feel the library provides to the community?

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6. What do you hope to accomplish as a Library Trustee?

Please return the completed application by **April 15, 2023** to Topsham Public Library 25 Foreside Rd., Topsham, ME, 04086 or email: director@topshamlibrary.org. You may also complete an application on the library's website:

If you wish, you may attach a copy of your resume.

Please check the box and sign below:

- I understand that a standard background check may be completed.

Applicant's Signature: _____ Date: _____

January, 2020 approved

Topsham Public Library Board of Trustees

Board Nomination Procedure

The Board of Trustees serve three-year terms. As much as possible, those terms are staggered so that only one-third of the board changes annually. There is no limit to the number of terms a board member may serve however, no board member may serve more than two consecutive terms.

The Governance Committee is responsible for nominating and recommending new members to the Board of Trustees. Depending on the number of committee members and interest, Governance may delegate the task of nominating new members to a Nominating sub-committee of Governance.

Announcements of Trustee vacancies are posted at the front desk of the library, in the Topsham Cryer and on the library website, generally in March. Applications are available at the circulation desk and online. Deadlines for the submission of applications are included on the forms. Additionally, potential members are requested to interview with the committee at a mutually convenient time at least a month prior to the vote at the Annual Meeting of the corporation.

The Governance/Nominating committee will make a recommendation to the Board of Trustees on which candidates to endorse. Some factors for endorsement include: familiarity and use of the library; skill sets which a candidate brings to the board; experience in board service; and any expressed board needs.

In general, the board tries to seek broad representation from as many groups as possible. For example: parents of young and school-aged children; seniors; local business representatives and residents from several distinct areas of the town, etc. Once again, an understanding of the role of the public library and library use is highly desirable.

Any nominations to the Board made by the Governance Committee shall not limit the opportunity for nominations for Trustee by any member of the Corporation. However, any candidate for the Board must submit his or her intention to be considered for the Board seven (7) days prior to the annual meeting of the Corporation.

January, 2020 approved

United for Libraries

Association of Library Trustees,
Advocates, Friends and Foundations



Tip sheet #9

Tools for Trustees

TRUSTEE COMPETENCIES

1. **General knowledge** - Knowing the role of the trustee and director, the library's mission in the community, current library issues, and state and national laws governing libraries.
2. **Board operations** -Familiarity with the agenda and order of business, making motions, voting, minute's approval, resolutions, ordinances, executive session requirements, and state Open Meeting Act requirements for the library board.
3. **Advocacy** -Participating in community events and promoting the library to local, state, and national elected officials. Attending political events to promote library issues and to gain support from these officials.
4. **Decision making**- Using up-to-date information for decision analysis, being prepared for all meetings, and participating fully in board actions.
5. **Strategic planning** -Working with the director to develop a long-range plan for the library with input from staff and citizens, as well involvement from community-based leaders.
6. **Finance** -Knowing and understanding the board's role in keeping the public trust. Understanding the budget process, being informed about finances, having adequate information and time for making decisions and knowing the impact on services, and being able to defend budgetary decisions to the citizenry through verbal and written communications.
7. **Fundraising** -Working with the Friends of the Library group, developing partnerships in the community, creating and supporting a fundraising for the library, and promoting these activities through available media outlets.

January, 2020 approved

8. Policy making- Working with the director and staff to develop policies that become the basis for guiding the practices and decision making of the library administration and staff, and ensuring the rights and responsibilities of library users.
9. Lobbying- Continuously informing local, state, and national legislators about the needs of your local library and libraries in general. Knowing the decision makers, press members, local leaders/gatekeepers and telling them how they can help libraries.
10. Keeping contact information current. Sharing knowledge about the library's services and contributions to the community, the state and the nation as a whole. Explaining the Intricate issues involving libraries. Visiting groups in the community to stress your point of view.
11. Professional development -Participating in the orientation of new board members
12. Knowing the mission of the library and how the library functions to meet this mission. Understanding the role of governing, advising, supporting, and promoting the library.
13. Joining regional, state, and national library associations and developing budgetary appropriations allowing Trustees to attend meetings and conferences at all levels if at all possible, and if it will not impact staff development activities. Reading library journals and professional publications, and attending webinars to further educate Trustees in current and future trends of the library world.

United for Libraries

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www.ala.org/united