



TO: TRUSTEE CANDIDATES

FROM: WOOD LIBRARY ASSOCIATION BOARD SECRETARY

DATE: OCTOBER 2022

Thank you for your interest in Wood Library. Included in this packet is additional information about the Library, including its mission, governing bylaws, and the duties of trustees.

At the January 2023 Annual Meeting, trustees will be elected to fill any vacancies in the Wood Library Association Board, each for a three-year term commencing on that date.

All trustee candidates are required to fill out the application form and send it with a cover letter and resume to: Secretary, Wood Library Board of Trustees, 134 N. Main Street, Canandaigua, NY 14424. The submission deadline is November 23, 2022. Interviews with the Wood Nominating Committee will be scheduled after this date.

The Board of Trustees normally meets the fourth Monday of the month at 5:00 at Wood Library. Committee meetings are held at various times during the week. The public is always welcome. If you have any questions in the interim, please call Library Director Jenny Goodemote at 585-394-1381, ext. 306.

# Wood Library Trustee Application



Name: \_\_\_\_\_

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

Are you a resident of Canandaigua City School District? \_\_\_\_\_

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

## **Education/Training:**

School name(s) and degree/diploma earned:

\_\_\_\_\_

\_\_\_\_\_

Additional licenses, trainings, awards, skills:

\_\_\_\_\_

## **Work Experience:**

**Current and Last Two Positions:**

\_\_\_\_\_

\_\_\_\_\_

Additional relevant experience (volunteer or paid e.g. boards, projects, etc):

\_\_\_\_\_

\_\_\_\_\_

## **Experience with Wood Library?**

- Patron                       Attend Programs                       Donor                       Volunteer                       Friend of Wood Library
- Other \_\_\_\_\_

## **Experience with other libraries?**

\_\_\_\_\_

\_\_\_\_\_

## **How did you hear about this position?**

\_\_\_\_\_

\_\_\_\_\_

*A letter stating why you are interested in being a board member and a resume must be submitted with this application.*

With this application, I affirm that I have read and that I am willing to perform the duties of library trustee as contained in the Wood Library Association Bylaws and Policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Information regarding the responsibilities of library trustees is included and also available at the library and on its website at woodlibrary.org.

*Thank you for your interest in Wood Library*

# Wood Library

## Board of Trustees Job Description

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**Mission:** Wood Library's mission is to provide exceptional public library service in a comfortable and safe environment where people can satisfy their curiosity, stimulate their imaginations, and connect to the local community and to the world.

**Role of the board of trustees:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Wood Library to support the organization's mission and needs.

### Major responsibilities of board:

- Uphold all legalities related to Wood Library bylaws
- Lead and advise the organization in accordance with mission
- Adopt and monitor policies and procedures
- Exercise financial stewardship and accountability, including the adoption and oversight of the annual budget
- Select, hire, evaluate and assist with the professional development of executive director
- Review organizational and programmatic reports
- Promote the organization to Wood Library's constituencies and the community at-large
- Assist with development and the formation of strategic partnerships
- Develop and recruit committee members, volunteers and trustees.
- To annually attend/participate in PLS Board Trustee development/information sessions.
- To represent the Wood Library at local and state activities that promote the best interest of the organization.

**Length of term:** 3 years, with a maximum of 9 years

### Meetings and time commitment:

- The board of trustees typically meets once a month, on the fourth Monday of the month for about an hour at Wood Library. Board retreats are held at least annually.
- Committees of the board meet an average of once a month, depending upon scope of work.
- Board members are asked to attend a minimum of two special events per year.

### Expectations of board members:

- To uphold ethical standards while acting in the best interests of Wood Library and to make recommendations based on his or her experience and vantage point.
- To avoid conflicts of interest and make notice of them when they arise.
- To attend and participate in meetings on a regular basis, and special events as able.
- To participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- To be alert to community concerns that can be addressed by mission, objectives, and programs.
- To help communicate and promote Wood Library's mission and programs to the community.
- To be familiar with Wood Library's finances, budget, and financial/resource needs.
- To be familiar with Wood Library's policies and procedures.
- To model financial stewardship by financially supporting and promoting Wood Library in a manner commensurate with one's ability. This includes participating – again to one's ability – in the annual fund drive and the annual staff appreciation event. Participating and/or sponsoring various library fundraising events is also encouraged and expected.