



Board of Trustees Application

A meaningful public service commitment for the community oriented individual

General Information:

Westlake Porter Public Library is a school district library, controlled and managed by a seven member Board of Trustees. By law, trustees serve for a term of seven years and without compensation. Applications are reviewed by both Porter Public Library Board of Trustees and Westlake's Board of Education, with the Board of Education making the final selection, following a recommendation from the library Board. All residents are eligible for consideration except for the following:

1. The mayor
2. A member of the County Budget Commission
3. A current member of the Board of Education or one who has been a member during the previous year

Responsibilities of Library Trustees are set forth in the Ohio Revised Code. Primarily, trustees are responsible for setting library policy, for setting the library's budget and for hiring a library director to oversee library operations.

Any questions concerning typical meeting commitments and trustee responsibilities may be directed to the library director.

A fillable pdf version of this document is available on our website (www.westlakelibrary.org). You may send the completed application as an attachment to karen.hunt@westlakelibrary.org or print and return in person or by mail. Please feel free to ~~att~~attach a resume.

APPLICATION DEADLINE: September 14, 2019



Board of Trustees Application

| General Information | | |
|------------------------------------------------------------------------------|------------------|-----------------------------------|
| Last Name | | First Name |
| Street Address | | Home Phone |
| City, State, Zip | | Cell Phone |
| Email Address | | |
| Years residing in the Westlake City School District? | | Are you a WPPL cardholder? |
| Education | | |
| <i>Please describe your educational background, including areas of study</i> | | |
| | | |
| Employment History | | |
| <i>Please provide information for the last four positions held</i> | | |
| Employer: | Position: | Years Position Held |
| Responsibilities: | | |
| | | |
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| | | |
| Employer: | Position: | Years Position Held |
| Responsibilities: | | |
| | | |
| Employer: | Position: | Years Position Held |
| Responsibilities: | | |
| | | |

References: Please list the names, address, phone number and relationship for two individuals who know your skills well:

Availability

The Board of Trustees normally meets on the third Wednesday of each month at 6:30 pm. Are you available to meet at that time?

Are you able to contribute additional time to committee meetings and other Library events?

Approximately how many hours can you contribute to the Board each month?

Skills Information

The Board of Trustees represents a balance of experience and/or skills in a variety of fields

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Please check all skills you would bring to the Board:

- | | | |
|----------------------------------------------|------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Marketing | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Law/Government | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Strategic Planning |

I certify that I have read the Job Description for Westlake Porter Public Library Trustees and that all of the answers on this form are true to the best of my knowledge.

Signature:

Date:

Thank you! We appreciate your interest in serving our Library. This application process is similar to any other employment process. Applications will be screened and a select number of individuals who fit the current needs of the Board will be interviewed. A background check is conducted on candidates.

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Westlake Porter Public Library does not discriminate against any employee or applicant because of race, color, sex, religious creed, national origin, age, marital status, disability, military status, genetic information or authorized alien status (as constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position).

Questions

Why are you interested in becoming a Westlake Porter Public Library Trustee?

What do you think are the Library's most important roles for the community?

Is there any other information you would like to share that would help us make our decision?

Are you related to any Westlake Porter Public Library Employee or Board of Trustee?