

Adopted 11/13/2017

Revised 10/15/2024, 11/18/2025

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The South New Berlin Free Library, on the 2nd Tuesday of each year at the January special election meeting, shall hold an election for any open full-term trustee positions.

The procedure shall be: candidates who wish to be considered should notify the Board of their interest to be placed on the ballot by completing a questionnaire.

The questionnaire will be available at the Library and on the website beginning on the 3<sup>rd</sup> week of November. Notice of openings will be posted on the library website and in the newspaper during the 3<sup>rd</sup> week of November. The deadline to turn in the questionnaire shall be four weeks prior to the January special election meeting to allow for printing of the ballots with appropriate candidate names.

Notice to the public of interested candidates for open full-term trustee positions shall be posted in the Library and on the library website. Notification of the public election meeting shall be posted on the library website and advertised in the newspaper one week prior to the 2nd Tuesday in January meeting.

As per our Constitution and By-laws, the Board of Trustees will elect the new trustees.

Newly elected trustees will take their place on the Board at the regular annual meeting on the 3rd Tuesday of January.

**Trustee Questionnaire attached.**

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

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

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

Why would you like to be a South New Berlin Free Library Trustee:

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Can you commit to a five-year trustee term and monthly meetings?

Yes \_\_\_\_\_ No \_\_\_\_\_

A 7-person Board of Trustees means there will be many opinions and differing viewpoints. You will have to occasionally compromise and be willing to have an open mind. Decisions by the Board should not be personal but in the best interest of the Library.

We welcome you to the trustee election process and appreciate your interest in our small-town library.

Board of Trustees

South New Berlin Free Library

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Received by:

\_\_\_\_\_  
Date