

William B. Ogden Free Library  
TRUSTEE RECRUITMENT GUIDELINES

The following guidelines are meant to assist the William B. Ogden Free Library's Nominating Committee in their work to locate qualified candidates to serve as members of the Board of Trustees.

- Whenever feasible, candidates should have direct, personal knowledge of WBOFL through current or past use of its resources or through current or past service on its board or committees.
- Candidates must reside in the Walton School District or, own property or a business with a Walton address.
- Candidates must be at least 18 years of age.

The committee should seek to build a diverse membership reflective of the library's service area. In general, the following knowledge, skills, and abilities are desirable qualifications for potential trustees.

1. Experience related to the management of nonprofit organizations and working with volunteers.
2. Familiarity with WBOFL's mission, resources, and programs.
3. Ability to make a time commitment to meet the functions of the WBOFL Board. The board has six scheduled meetings a year, occurring every other month. Members should have the initiative to participate in projects, committees, or task forces as requested, and to complete at least two hours of trustee education annually in accordance with NY Education Law 260-d. In addition, each board member must complete an annual sexual harassment training as required by New York State.
4. Good decision-making abilities, planning skills, analytical ability, and leadership skills.
5. A commitment to library advocacy on a local, state, and federal level.

#### Steps

1. Prospective candidates will be asked to fill out a questionnaire of interest and will be encouraged to attend and observe a board meeting.
2. After reviewing applications, the nominating committee will meet with candidates to discuss board service; to provide basic information regarding the role, and to ascertain compatibility.
3. If steps 1-2 are successful, the nominating committee will send a separate email to the Board of Trustees, introducing them to the candidate. The candidate will be presented to the board for vote at its next scheduled board meeting.
4. The newly elected board member will receive orientation from the nominating committee chair and the Library Director. Current members who want a refresher are encouraged to attend as well.
5. Based on the interests and skill sets of the newly elected member, and on current committee needs, New-members will be added to a committee and will attend the next board meeting following their appointment as a trustee.