

# Board of Trustees



Montgomery City  
Public Library  
224 N. Allen St  
Montgomery City, MO  
63361

## Board Responsibilities

- Be an advocate for the Library
- Recruit and employ a qualified Library Director to run day to day operations
- Identify and adopt written policies to govern the operation of the library
- Ensure that the library has a long range, strategic plan
- Assist in financial management
- Promote the mission of the library
- Participate in continuing education for Board Members
- Utilize email as a form of communication for Board business
- Be a resident of Montgomery City, MO

## How are trustees chosen?

- Applications may be reviewed by the Library Board, Library Director, and the Montgomery City Council.
- Trustees are appointed by the Montgomery City Council.

## What is the time commitment?

- We meet on the 2nd Wednesday of each month at 7 pm. Meetings typically last one hour. Advance notice is expected if you cannot attend a meeting. Plan to serve on a special committee(s) that meets as needed.
- Trustee terms are for three years. If replacing a member who has resigned prior to his/her term expiring, you will serve until the prior trustee's term would have expired.
- Members can serve 3 consecutive terms.

- No specific library experience is required to serve on the Board. The Board needs people interested in actively serving our community and helping the library thrive. Trustees are usually library users or have a deep interest in the long-range vision for the library and community.
- Trustees are considered a library representative & are encouraged to attend various library activities. Trustees are expected to take an interest in library staff, events, and public relations. Support of The Montgomery City Public Library Friends of the Library is also encouraged.

# APPLICATION BOARD OF TRUSTEES

Montgomery City  
Public Library



**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Email address** \_\_\_\_\_

*Please answer the following questions:*

Do you reside within the city limits of Montgomery City?

What strengths or opportunities for improvement do you see for MCPL at this time?

What specific skills or experience do you have that would benefit the oversight of the library?

Are you serving currently (or in the past) on any other Boards?

Thank you for your interest. Any questions can be directed to Gaylee Harris, Director at 573-564-8022 or mcplmo@gmail.com. **Please return completed application to the Montgomery City Public Library.**