

DOWNINGTOWN LIBRARY COMPANY BOARD OF TRUSTEES MEMBERSHIP POLICY

The Downingtown Library Company's (DLC) Board of Trustees shall consist of at least 9 persons but not more than 19 persons who shall be individuals at least 18 years of age (DLC Bylaws).

The DLC Board as an entity has the authority to govern the library's affairs. To fulfill this responsibility, the Board creates the framework (policy making, planning, budgeting) for use in guiding the Library Director in managing the library.

MEMBERSHIP

Trustee expectations are as follows:

- Attend and participate actively in monthly and special Board meetings. In these meetings, the Board acts as a group. In the event a Trustee is unable to attend a scheduled Board meeting, the Trustee should report the anticipated absence to the Board President and Library Director.
- Stay informed: Review Board agenda and packet prior to the monthly meeting.
- Delegate effectively to the Library Director.
- Support DLC fundraising, events and programs through public relations efforts, contributions and/or attendance.
- Participate actively in at least one committee or liaison role of the Board.
- Avoid conflicts of interest and disclose any potential conflicts.
- Maintain confidentiality about the library's legitimate activities unless they are already known to the public or are of public record.
- Comply with all governing principles and policies.
- Remain true to the library's mission, goals, and priorities.
- Be willing to contribute an annual financial gift to the DLC to the best of the Trustee's ability.

BECOMING A TRUSTEE:

The Board shall attempt to maintain representation from each of the municipalities in the library's service area. The DLC Board also may consider potential at large Trustees living outside the library's service area. The Board shall seek potential Trustees who will bring expertise and experiences that will enrich and diversify the Board.

In addition to individuals expressing an interest, the following may solicit and present potential Trustees for consideration by the DLC Board of Trustees: current and former Trustees, township supervisors / borough council members, and the Library Director.

The following steps are guidelines for the process in becoming a Trustee:

- Any potential Trustees shall contact the chair or member of the Governance Committee to arrange to attend at least one Board meeting. (Committee members are posted on the website or can be obtained from the Library Director).
- After attending the meeting, the potential Trustee shall submit a letter of intent and resumé to a current Trustee.
- Once received, the letter of intent and resume shall be forwarded to the Governance Committee.
- The Governance Committee shall deliberate on the potential contributions and diversity that the candidate will bring to the Board and/or if necessary, solicit additional input from the applicant or current Trustees.
- Upon final review by the Governance Committee, the Board shall vote at the next scheduled Board meeting.
- The potential Trustee shall be notified by the Board President or Governance Committee regarding the outcome of the application.

TERMINATION AND RESIGNATION

A Trustee not following the Membership Expectations may be removed from the Board. Upon recommendation of the Executive Committee, a Trustee may be removed with or without cause at any time by a decision of a majority of the other Trustees then in office (DLC ByLaws).

A Trustee wishing to resign from the Board shall submit a letter to the Board President including the date of resignation.

Adopted February 17, 2016
Revised December 17, 2020
Revised July 20, 2022

References:

Downingtown Library Company By Laws

Leadership by Design at a Glance, State Library of Pennsylvania, Bureau of Library Development