

DOWNINGTOWN LIBRARY COMPANY BOARD OF TRUSTEES MEMBERSHIP POLICY

The Downingtown Library Company's (DLC/Library) Board of Trustees (Board) 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 and responsibilities are as follows:

- Attend and participate actively in monthly and special Board meetings. In these meetings, the Board considers issues and makes decisions 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 responsibilities 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.
- Remain true to the Library's mission, goals, and priorities as stated in the Strategic Plan and Bylaws.
- Comply with all governing principles and policies established by the Board and Chester County Library System.
- Avoid conflicts of interest and disclose any potential conflicts.
- Maintain confidentiality about the DLC Board's business and activities unless they are already known to the public or are of public record.
- Contribute an annual financial gift to the DLC to the best of the Trustee's ability.
- Represent the Board of Trustees and promote the mission of the DLC within our community.
- Participate in and complete the Trustee onboarding processes with both the Chester County Library System and the DLC.

BECOMING A TRUSTEE:

The DLC Board shall attempt to maintain representation from each of the municipalities in the Library's service area. The 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 Board of Trustees: current and former Trustees, township supervisors / borough council members, and the Library Director.

The following steps outline the process to become a Trustee:

- Anyone interested in becoming a Trustee shall contact a member of the Governance Committee.
- Interested candidates shall complete an application, submit a letter of intent and resume with references to the chairperson of the Governance Committee who shall distribute such documentation to the Committee's members for review.
- An interview of the candidate shall be conducted by no fewer than two members of the Governance Committee.
- The Governance Committee shall deliberate on the potential contributions and diversity that the candidate will bring to the Board and, if necessary, solicit additional input from the candidate or current Trustees.
- A candidate may be invited to attend a Board meeting.
- Upon recommendation by the Governance Committee, the Board shall vote in a subsequent Board meeting.
- The candidate shall be notified by the Board President or Governance Committee regarding the outcome of the application.
- Upon acceptance by a majority of the Board, the newly elected Trustee will take office at the next regularly scheduled Board meeting.
- Newly elected Trustees must complete the onboarding processes with both the Chester County Library System and the Downingtown Library.

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

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Approved October 16, 2024

References:

Downingtown Library Company By Laws

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