



Fayetteville Free Library Strategic Board Development Process

Overview

Per the guidance outlined in the [Handbook for Library Trustees of New York State](#), when a board vacancy arises or term is expiring, Fayetteville Free Library (FFL) Board of Trustee members will make it a priority to seek out and encourage qualified candidates who can complement board strengths and/or fill a gap in the current board's expertise.

The most important qualification for board members is a strong and genuine belief in public libraries and their mission in the community as centers for information, recreation, culture and lifelong education. Good library trustees are also good library patrons. A candidate must also be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship. These duties will include regular attendance at board meetings, committee service and activities, visibility in the community on behalf of the library, and learning about the library and the social, legal and political context in which it exists.

In recruiting board candidates, current board and staff members will prioritize inclusion and representation of individuals from all walks of life. It is essential that board composition reflect the generational, socioeconomic, ethnic, racial, and cultural diversity of the community.

Guidelines

When a vacancy occurs or a term is expiring on the Fayetteville Free Library (FFL) Board of Trustees, the Board Governance Committee (which contains two members of staff and two members of the Board of Trustees), will do the following:

1. Perform a skills assessment clearly identifying the skills, experience and qualities the board is looking for, during a Board Governance Committee meeting.
2. Convene to develop tools to assess candidates, discuss promoting the opening and identify potential candidates.
3. Promote the board opening in one or more the following ways:
 - a. A notice on the FFL front desk
 - b. The FFL newsletter
 - c. The FFL web site
 - d. An announcement to staff and board members re: the opening and qualities/experience sought
4. All notices will clearly instruct interested parties to submit an application to the FFL to the attention of the Board President and Executive Director.



5. The Executive Director and Board President will share all prospect applications with the FFL Board Governance Committee. All members of the committee will review the prospect's application materials and determine if an interview is warranted.
6. The Executive Director will prepare and send out a form email for applicants declined for interviews, copying the Board Governance committee members.
7. The Executive Director will email prospects to schedule a formal interview between the Executive Director, Board President, and prospect. The Executive Director and Board President may call upon other Board Governance committee members to participate in these interviews as needed. Interviewers will utilize pre-established tools to objectively evaluate candidates.
8. During these interviews, the Executive Director and Board President will provide an overview of the library and board participation expectations, so that the prospect has the information needed to decide whether or not to pursue the opportunity.
9. The Board Governance Committee will bring recommended candidate(s) to the full board for approval.
10. The board will discuss the prospect and if agreed, will nominate the individual to:
 - a. Fill and advance a vacated term if one is available to be filled, Or:
 - b. Be nominated as a new board member at the annual meeting, Or:
 - c. Be declined as a prospect via a formal communication from the Executive Director or Board President.