



CALLOWAY COUNTY  
**PUBLIC LIBRARY**

Murray Kentucky  
Board of Trustees Vacancy Process

# The Board





- Decision
- Application
- Research
- Process

# Decision



# EMPLOYMENT APPLICATION

*Template*

## APPLICATION FOR EMPLOYMENT

Your Company Name  
Your Address, City, State, Zip  
11111-1111

### PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	PHONE NUMBER
ADDRESS	CITY	STATE	ZIP
HOUSE NO.	APARTMENT/FLIGHT NO.	PO BOX NUMBER	

### EMPLOYMENT HISTORY

EMPLOYER NAME	DATE YOU LAST WORKED	REASON FOR LEAVING
ARE YOU CURRENTLY EMPLOYED BY ANY OTHER COMPANY?		EMPLOYER'S PHONE NUMBER
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

### EDUCATION

YOUR GRADE	COURSE	GRADE POINT AVERAGE	MARKED
YOUR GRADE	COURSE	GRADE POINT AVERAGE	MARKED
YOUR GRADE	COURSE	GRADE POINT AVERAGE	MARKED
GRADE POINT AVERAGE	COURSE	GRADE POINT AVERAGE	MARKED

### PREVIOUS EMPLOYMENT

EMPLOYER	DATE EMPLOYED	REASON FOR LEAVING
EMPLOYER	DATE EMPLOYED	REASON FOR LEAVING

# Application

The board researched and came up with an application  
Calloway County Public Library

Name \_\_\_\_\_ Phone  
\_\_\_\_\_

## Board of Trustees Application

(Please use additional paper or the back of this page, if needed.)

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you been a resident of Calloway  
County? \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

1. Attend all board meetings; participate in discussions; and support board decisions
2. Advocate for the library
3. Secure adequate funds for the library
4. Hire a qualified and competent director and delegate management responsibilities
5. Support the director as well as demand accountability for a quality library
6. Plan for the future with a written strategic plan
7. Monitor and evaluate the finances; the director's performance; the library's progress towards goals; and the performance of the board
8. Establish and approve policies for the library
9. Comply with federal, state and local laws and regulations pertinent to public libraries

# Research

**Options for the process to select  
nominees for board vacancies**

**Option 1:** All discussions of the candidates and methods of determining the nominees, including potentially using a straw poll, shall be conducted in open session. After discussions and/or rankings, a trustee can put forward a motion containing two names to send to the Kentucky Department of Libraries and the Judge-Executive or trustees can put forward names one at a time on which the board shall vote.



**Option 2:** Trustees may go into closed session in which only the trustees participate to discuss the applicants and conduct a straw poll to determine the two nominees. Once in open session, a trustee can put forward a motion containing two names to send to the Kentucky Department of Libraries and the Judge-Executive or trustees can put forth names one at a time on which the board shall vote.

**Option 3:** Trustees, and trustees only, go into closed session for the purpose of discussing the applicant pool, but the trustees shall not to take a straw poll or otherwise rank the candidates in closed session. Once in open session, a trustee can put forward a motion containing two names to send to the Kentucky Department of Libraries and the Judge-Executive or trustees can put forward names one at a time on which the board shall vote.



The Calloway County Public Library Board of Trustees is now accepting applications for a trustee position. Applications may be found online at <http://www.callowaycountylibrary.org/employment.html> or at the front desk.

Complete and mail them to Library Director, 710 Main Street, Murray, KY 42071

Or email them to [trustee@callowaycountylibrary.org](mailto:trustee@callowaycountylibrary.org). Completed forms must be received by October 31, 2023

**As require by statute, each board member can serve up to two four year terms in a row after which they must be off the board for at least one year before they can be considered for another term. This allows long term responsiveness while maintaining short term stability in leadership.**

Calloway County Public Library

March 15, 2023

Please rank the seven (7) prospective applicants from 1 to 7 with 1 being least qualified applicant

- \_\_\_\_\_ Roberts, Nora
- \_\_\_\_\_ Coulter, Catherine
- \_\_\_\_\_ Steel, Danielle
- \_\_\_\_\_ Carr, Robyn
- \_\_\_\_\_ Cole, Alyssa
- \_\_\_\_\_ Austen, Jane
- \_\_\_\_\_ Garwood, Julie

\_\_\_\_\_

Trustee Signature

Date

Roberts, Nora	1	2	1	7	3	=14
Coulter, Catherine	5	1	6	2	7	=21
Steel, Danielle	6	5	3	4	2	=20
Carr, Robyn	3	7	2	1	5	=18
Cole, Alyssa	2	4	5	3	4	=18
Austen, Jane	7	3	4	7	6	=27
Garwood, Julie	4	6	7	5	1	=22

Board Member Signatures

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Date

**Vacancy**

**Advertise**

**Review Applications**

**Interview**

**Selection**