



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

To: Candidates for the Board of Trustees

From: Anne Suntken – Nominating Committee

Date: December 15, 2017

Thank you for your interest in becoming a candidate for the Hudson Library and Historical Society's Board of Trustees. There are nine Trustees, who are elected by the Members of the Library. The three-year terms of Trustees are staggered, with three being elected each year at the Library's Annual Meeting. There are three three-year Trustee positions to be filled.

The requirements to serve as a Library Trustee include:

- being a member of the Hudson Library in good standing (i.e., have a current valid Library card and not owe the Library any fines or past-due fees)
- be at least 18 years of age
- be a resident of Hudson, Ohio for at least the past two years
- submit a completed Trustee Application Packet, be interviewed in early February, and be elected at the Annual Meeting on February 25 at 1:00 pm.

Trustees are expected to actively participate in the Library's Board of Trustee meetings and other governance related activities. Trustees should be committed to overseeing and fulfilling the Library's mission to serve the Hudson community in accord with governing Ohio laws and ethics requirements.

If interested in serving as a Trustee, please consider attending one of the upcoming Board meetings. Meetings are typically held the fourth Monday of each month, at 7:00PM in the Library's Laurel Lake Room. Because of the holidays, December's meeting will be held on December 18. January's meeting date is January 22. A wealth of information about the Library is readily accessible on the Library's website:

www.hudsonlibrary.org. I can be reached at 234-525-8691, or annesuntken@gmail.com, and will promptly respond to any questions you might have about the Library, the Board, or the role of a Trustee.



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A Trustee Application Packet is attached. If you wish to become a candidate for Trustee, the Application Packet needs to be completed and submitted no later than Friday, January 26, 2018.

Hopefully you will give serious consideration to volunteering your time and energy to serve our community as a member of the Board of Trustees of the Hudson Library and Historical Society.

Anne Suntken
Trustee and Member of the Nominating Committee
Board of Trustees, Hudson Library & Historical Society
96 Library Street, Hudson, Ohio 44236



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Trustee Application Packet 2018 Board of Trustees

Name	Date
Address	Home Phone
Email Address	Cell Phone
How long have you lived in Hudson?	
What is your occupational background?	
What is your educational background?	
Why do you want to be a Trustee?	



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The Library Board has three standing committees: the Finance, Endowment and Nominating committees. What committees would be of interest to you? Why? What strengths would you bring to these committees?

What Library services do you and your family use?

The Board is accountable for the public and private funds entrusted to its administration. As such, it must ensure public funds are used properly, secure adequate funding and monitor investment policy. What experience do you have with budgeting, investing, and/or fundraising?

Have you participated in civic activities? If so, what was the range and depth of your involvement?



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What is your favorite book? What do you like about this book?

Please list three references.

Name

Phone and Email Address

1.

2.

3.

I understand that:

- Members of the Board of Trustees are elected, (at the Annual Meeting of the Hudson Library and Historical Society in February) not appointed. I must be present at the Annual Library Meeting on January 25 at 1:00 pm to be considered for the election.
- Directors serve without compensation
- Directors are expected to abide by all current library policies, in particular the ALA Library Bill of Rights, Director Conflict of Interest Policy and Ethics Statement.
- Individuals elected to the Board are expected to attend all meetings of the full Board and those of any subcommittee to which he/she may be assigned.

I meet the requirements for candidacy.

Signed: _____ Date: _____



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Questions and requests for additional information may be directed to:
Anne Suntken at 234-525-8691 or annesuntken@gmail.com.

Please submit your application in person or by mail to the Circulation Desk at The Hudson Library, 96 Library Street, Hudson, Ohio 44236, no later than Friday, January 26, 2018.

Thank you for your interest. A member of the Nominating Committee will contact you to set up an interview time.



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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background or views.

Libraries which make exhibit spaces and meeting rooms available to the public should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948 by the American Library Association Council

Amended February 2, 1961, June 17, 1967, and January 23, 1980.

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CONFLICT OF INTEREST

Adopted 12/11/00

Trustees must, in general, avoid situations in which their personal interests conflict with the needs of the Library. This extends particularly to decisions involving financial transactions entered into by the Library. Each year Trustees are asked to review the Statement of Ethics for Library Trustees (Ohio Public Library Trustees' Handbook) as well as this Conflict of Interest Statement. These policies are intended to guide each Trustee's decisions on behalf of the Library.

A conflict of interest shall be defined as any situation in which the personal interests of a Trustee might be served or financial benefit gained at the expense of Library users or at the expense of the institution itself. A direct conflict exists whenever there is a proposed transaction or arrangement in which a Trustee has any actual or potential involvement, interest, relationship or gain. An indirect conflict exists in the following situations: when any party involved in a transaction with the Library is an entity in which the trustee has a material or financial interest; or if a trustee as an affiliation with a party involved in a transaction with the Library.

Should any trustee perceive a direct or indirect conflict of interest, it must be brought to the attention of the Board immediately. The Board shall examine the nature and extent of the potential conflict; any resolution shall hold the Library's interest paramount as well as maintain the Board's integrity in its governing role.

I have read the above Conflict of Interest Policy and the attached Statement of Ethics for Library Trustees, and agree to abide by the rules set forth therein.

Date _____



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A Statement of Ethics for Library Trustees Appendix D.5b (page 146) Trustees Handbook

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

Endorsed by the Board of Directors of the American Library Trustee Association and the public Library Association, July 1985



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MISSION STATEMENT

The Hudson Library and Historical Society, known for its commitment to intellectual freedom, shall meet its patrons' needs for educational, informational and entertainment resources and services in a timely, responsive, and dependable manner. The Hudson Library and Historical Society will provide access to information, assist in preservation of community history, and provide genealogical and historical resources.