



## CAMAS PUBLIC LIBRARY

625 NE Fourth Avenue  
Camas, Washington 98607-2109  
Phone 360-834-4692  
Fax 360-834-0199  
[www.ci.camass.wa.us/library](http://www.ci.camass.wa.us/library)

Dear Prospective Library Trustee,

Attached is a biographical information sheet for you to fill out, sign, and submit to me at the library, or to the Mayor's Office at City Hall, *no later than 5:00 p.m. Monday, December 5, 2011 at 5 p.m.* Also attached are a position description and a detailed description of the selection process.

The position description details some of what the job entails and what is expected of a trustee. The open position is a one-year term which ends in December 2012.

All applicants will be interviewed by a committee consisting of at least one library trustee, the assistant library director, and a city councilor. These will happen before December 16.

After the interviews, the applications, along with the interview committee's recommendation, will be forwarded to Mayor Higgins for him to make the appointment and take it to the council for consent prior to the January Trustee meeting.

When the appointment is confirmed by the city council, you will receive a letter informing you of the decision. The new trustee will take office at the first meeting of the Board of Trustees following the appointment.

If you have any questions, please call or stop by the library to speak with me.

Thanks for your interest in the Camas Public Library.

Sincerely,

A handwritten signature in blue ink, which appears to read "David Zavortink".

David Zavortink  
Library Director

**CAMAS PUBLIC LIBRARY  
BIOGRAPHICAL INFORMATION FORM FOR  
PROSPECTIVE LIBRARY TRUSTEE**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

Please provide us with responses to the following *four* items. Use additional sheets if needed.

REASONS FOR INTEREST IN SERVING ON THE CAMAS LIBRARY BOARD

**(MORE ON BACK)**

DETAIL YOUR EXPERIENCES WITH PUBLIC LIBRARIES AND/OR BOARDS OR COMMISSIONS

DETAIL YOUR COMMUNITY INVOLVEMENT

A GOOD TRUSTEE IS AN ADVOCATE FOR THE LIBRARY. HOW WOULD YOU SPREAD THE WORD ABOUT THE LIBRARY'S VALUE?

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CAMAS PUBLIC LIBRARY**  
*LIBRARY TRUSTEE POSITION DESCRIPTION*

**DESCRIPTION OF THE LIBRARY:**

The Camas Public Library was established as a department of the City of Camas in 1929. The library provides informational, educational, cultural and recreational resources to residents of the city and surrounding areas. Funding comes primarily from the City of Camas general fund, appropriated by the city council. The library is governed by a five-member Board of Trustees and administered by a Library Director appointed by the Mayor with Board consent.

**THE LIBRARY MISSION:**

The mission of the Camas Public Library is to enrich lives, encourage self-education, and promote an enlightened citizenry by providing free access to diverse and expansive collections.

**APPOINTMENT:** Mayor of the City of Camas, with consent of the City Council.

**TERM OF OFFICE:** Maximum of two consecutive five-year terms.

**QUALIFICATIONS:**

- I. Resident of the City of Camas.
2. Interest in the library, the community, and the library's relationship to the community.
3. Readiness to devote time and effort to carrying out the duties of Trusteeship.
4. Recognition of the library's importance as a center of information, community culture, recreation, and continuing education.
5. Close acquaintance with community social and economic conditions and with groups within the community.
6. Ability to work well with others: board members, director and staff; the public served by the library.
7. An open mind, intellectual curiosity and respect for the opinions of others.
8. Initiative and ability to establish policies for the successful operation of the library and impartial service to all its users.
9. Ability to plan creatively, to carry out plans effectively and to withstand pressures and prejudices.
10. Ability to envision library development and technological advancements.
11. Interest in or experience with the business, political advocacy and public relations aspects of trusteeship.

## DUTIES AND RESPONSIBILITIES OF THE BOARD:

1. Employ a competent and qualified library director.
2. Determine and adopt written policies to govern the operation and program of the library.
3. Determine the purposes of the library and secure adequate funds to carry on the library's program.
4. Know the program and needs of the library in relation to the community. Keep abreast of standards and library trends.
5. Study the community and develop long-range plans to meet the community's need for library services.
6. Establish, support and participate in the library's public information program.
7. Support intellectual freedom and access to materials; ensure the protection of First Amendment rights; hear citizen requests for reconsideration of library materials.
8. Approve library budget for submittal to city council. Review all library expenditures.
9. Awareness of local and state laws; actively champion library legislation to improve and support library service.
10. Attend Trustee meetings and workshops; affiliate with appropriate professional and library organizations.
11. Cooperate with other libraries to make the fullest use of public resources and maximize access for local library users.

## LIABILITIES

A Trustee of a public library is a public officer who occupies the role of a fiduciary with regard to the citizens of the governmental unit served. If a Trustee violates his/her trust of fiduciary duty, he/she may be enjoined from so acting as a Trustee, suspended, removed, made to pay civil damages, criminally fined or convicted or sentenced to a term of imprisonment. The City carries public officials' liability insurance to indemnify Trustees for any civil claim or claim made because of a wrongful act on their part. Criminal acts are not covered.

## **How a Library Trustee is Selected for the Camas Public Library**

Washington State law (RCW27.12.190) establishes the method for selecting trustees: “five trustees shall be appointed by the mayor with the consent of the legislative body.”

Camas has established a few additional steps so new trustees are selected in a manner other than a purely political appointment.

Applicants are given a brief biographical form which is to be submitted prior to the deadline for applications. This form is similar to that given to candidates for other city boards and commissions. The purpose is to get contact information as well as an idea of the experience with serving on boards, interests in the library specifically, and other community activities.

The mayor reviews these applications and then turns them over to a committee to conduct interviews. The committee is usually made up of three persons: a city councilor, a library manager, and a current trustee. Interviews are usually set up for completion on one day.

The interview usually lasts for 15 to 30 minutes, depending on the number of applicants, and consists of eight to ten questions related to the public library, its services and the trustees' role. The questions are different every time a committee conducts interviews. Questions in the past have included “What is the most important role the public library should play in a community such as Camas?” and “Which should be more important to the library, books or computers and why?” The purpose of the questions is not to judge the candidate's intimate knowledge of library operations. Instead it is to give the committee insight into the candidate's ability to analyze situations, see if the candidate meets the requirements and can handle the responsibilities that come with being a trustee, gauge the ability of the person to see different sides of issues, and get a sense of the applicant's problem solving abilities.

Candidates are also given the opportunity to ask questions about the roles and responsibilities of a trustee. The committee will also review the process and give an idea of when the final decision and the appointment will be made.

Following the interviews, the committee will rank the candidates and pass the list, with their suggestion, on to the mayor. In addition to the answers to the questions, the committee does look for qualities that will complement the existing board. For example, if the current make up of the board is all one sex, they may recommend the other, or they may choose a candidate because they come from a section of town or a constituent group (private business or retiree, e.g.) that is not represented on the current board. However, a potential candidate should not let this hinder his/her application.

The mayor will make an appointment from that list. The mayor may choose from the list should any further positions come open before the end of the year, or, if the list is created in the last half of the year, for the subsequent year. As prescribed by state law, the appointment is the mayor's decision.

A trustee may serve for two consecutive five year terms. If an incumbent's first term is up and is willing to serve, the mayor may reappoint without going through a new selection process.