

**Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371**

Selection of Board Members

As a term on the Tipp City Public Library (TCPL) Board expires or as a vacancy occurs, the Board of Trustees of the TCPL shall follow the "By-Laws of the TCPL Board" and the "Guidelines for Selection of TCPL Board Members." The "Guidelines" shall be reviewed by the Operations and Facilities Committee of the Board every three years.

Guidelines for Selection of TCPL Board Members

Each November, the Board of Trustees shall submit to Tipp City Board of Education the name of a person it recommends for appointment to the Library Board for a four-year term beginning the following January. When a mid-term vacancy occurs, the Board of Trustees shall submit a recommendation to the Tipp City Board of Education in a timely manner so that the appointing authority may make an appointment no later than forty-five days after the vacancy occurs. The recommendation of the Board will conform with Section 3375.15 of ORC.

The Recruiting of candidates will be done using the following methods and initiated no later than September of each year:

- Library web site and other online resources;
- News releases through various media announcing the process and inviting interested people to submit applications;
- Solicitation of referrals from current Board members and staff; and/or
- Contact with various community agencies, boards, and organizations (i.e., local school boards and government officials, foundations, service clubs, chamber of commerce, etc.).

The Recommendation will be based on the following criteria:

- Consideration will be given to a diversity of interests, a balance of age, sex, ethnic background, and socio-economic levels; and experience and/or knowledge in a variety of fields.
- The composition of the Board should include members with: professional experience in law, education, accounting, personnel and labor relations; practical business

experience, executive ability, management skills, and plain common sense; political know-how.

- Because of the unique requirements of the TCPL for general funding and support, consideration will be given to people who are active in community affairs and have access to resources and/or affiliations with other organizations of importance to the library.
- Nominees should have an interest in the work of the public library, a commitment of its goals, the ability to work as a team member, and a willingness to ask questions, offer criticism, and make suggestions. They should also have the courage to plan creatively, and to withstand pressures, prejudices, and provincialism.
- A commitment to intellectual freedom is essential.
- A readiness to devote time and effort to carrying out the duties of the trusteeship is necessary.
- Nominees should have a recognition of the library's importance as a center of information of community culture, recreation, and continuing education.

The Process of Selection shall include:

- The Library Director will distribute all applicant packets to Board members who do not have expiring terms. If a Board member with the expiring term has elected to be considered for an additional term, the Director will also communicate notice of that intent to the remaining Board members.
- The Board members without expiring terms will review all applications and conduct interviews. The Board may interview all or selected candidates. It is not necessary to interview the Board member seeking an additional term.
- The Board members without expiring terms select the new or returning Library Board Trustee member by resolution.
- The name of the Board-nominated trustee is transmitted by the Board President in writing to the Tipp City Board of Education for appointment in a timely manner. The communication will include a request that the Board of Education notify the Library Board when the appointment is made.

Original: November 19, 2020

Updated: November 13, 2025