



Trustee Applicant Information

Name:

Address:

Phone:

Email address:

***Thank you for your interest in becoming a member of the
Penfield Public Library Board of Trustees.***

Mission Statement:

Penfield Public Library connects people to resources through its broad and ever-evolving collection of print and non-print materials, technology, programs, and gathering spaces for patrons of all ages. The library promotes individual and community growth by providing a friendly and responsive atmosphere for all.

The Penfield Public Library Trustees are a nine-member board that provides strategic direction for library operations. Each trustee serves a five-year term with the option for renewal.

Penfield Public Library offers programs for children, teens, adults, and senior citizens, drawing on its own extensive resources and those of the entire Monroe County Library System.

Trustees receive training in library operations from the Director of the Penfield Public Library, and from formal organizations such as the Monroe County Library System and the New York State Library Association.

Although the Trustees meet monthly, much work takes place in committees. Each Trustee is expected to serve on two to three committees. Monthly meetings take place on the third Tuesday in the evening, and committee meetings are set up for the convenience of members.



PPL Trustee Responsibilities:

1. Participate in the monthly Trustees meeting
2. Serve on two to three committees:
 - Finance and Budget
 - Personnel
 - Strategic Planning
 - By-Laws and Policy Review
 - Communication
 - Foundation

PPL Trustee Qualifications:

- Town of Penfield resident
- Demonstrated interest in the library
- Representative of the diversity of the community

PPL Trustee Selection Timetable:

- Resumes submitted to PPL: mid-October
- Search committee interviews selected candidates: early November
- Search team provides name(s) of candidate(s) for vote of acceptance by PPL Trustees: December
- New Trustee appointment(s) ratified by Town of Penfield and attend first meeting: January



Please complete these questions:

1. What do you know about our organization?

2. What makes our mission meaningful to you?

3. Why are you interested in committing your time and energy to us?

4. How long have you been a patron of Penfield Public Library and how do you currently use the library?

5. What do you think are the characteristics of a great board member?



Please complete these questions:

6. What skills, connections, resources and expertise do you have to offer and are willing to use on behalf of the organization?

7. Do you have any questions or concerns about joining the board?

Submit this form and resumé to:

Amy Guiffrida, Trustee Search committee chair
Penfield Public Library Board of Trustees
Penfield Public Library
1985 Baird Rd.
Penfield, NY 14526

Or email to: penfieldtrustees@gmail.com