

**MINUTES OF PERSONNEL COMMITTEE MEETING  
SUMNER COUNTY LIBRARY BOARD OF TRUSTEES  
November 2, 2021**

**Present Committee Members:**

Jackie Wilbur, Committee Chairman  
Dan Toole  
Donna MacFarland

**Absent:**

Jane Wheatcraft  
Beth Popick

**Others Present:**

Ronnie Fox, Board Chairman  
April Mangrum, Executive Library Director

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Committee Chairman, J. Wilbur called the Sumner County Library Board Personnel Committee together for a meeting at 3:30 pm on November 2, 2021 at the County Administration Building in conference room 112 on 355 North Belvedere Drive Gallatin, TN 37066.

**Purpose**

- Editing and approving Library Trustee Application Draft
- Editing a cover letter/announcement explaining the selection process and duties of a Trustee
- Discuss posting application procedures on websites and distribution to libraries
- Setting dates for application deadlines
- Setting dates and location to interview candidates

**Discussion**

- Edits and recommended additions were made to the drafted application and cover.
- J. Wilbur will send finalized application with the edits discussed that evening to committee.
- A. Mangrum will send reformatted cover, with discussed edits, that evening to committee.
- A. Mangrum will distribute finalized versions to Library Directors at a meeting the following day.
- Library Directors, and A. Mangrum will ensure digital and print copies of applications are easily accessible from each library location.

**Motion**

Motion to approve the application with discussed edits made by D. Toole, seconded by D. MacFarland

**Timetable**

Thursday, December 2, 2021 at 3:30pm in Gallatin Library

Purpose: Review received applications and select applicants to continue in the selection process

Thursday, December 9, 2021 & Monday, December 13, 2021 at 3:30pm in Administration Building

Purpose: Interview selected applicants to fill the Trustee vacancies

Wednesday, December 15, 2021 at 3:30pm in Administration Building

Purpose: Special Called Library Board Meeting to recommend the desired applicants to the next phase of the Trustee selection process, to the County Mayor and County Commission for appointment

[The dates within this timetable will remain flexible, depending on committee member's availability.]

**Adjournment**

The Board adjourned upon the motion of D. Toole, seconded by D. MacFarland

Prepared by April Mangrum  
Approved on \_\_\_\_\_

**Sumner County Trustee Board  
Personnel Committee Meeting  
November 2, 2021  
3:30 p.m.  
Sumner County Administration Building  
Rm 112**

**Agenda**

**Call to order**

**Roll call**

**Editing and approving Library Trustee Application Draft**

**Editing a cover letter or announcement explaining selection process and duties of a Trustee**

**Discuss posting application procedures on websites and distribution to libraries**

**Setting dates for application deadlines**

**Setting dates and location to interview candidates**

**Adjourn**

## **Library Board Trustee For Sumner County Library System**

The Sumner County Library Board of Trustees is seeking applicants to fill two vacancies to serve as Trustees. One position will be representative of Hendersonville, and the other an At-Large position for all of Sumner County. Applicants should be willing to serve without compensation and devote their time to make the Sumner County Library System successful.

Applications may be download from the Sumner County Government website on the Library System department page: <https://sumnercountyttn.gov/departments/library-system/> Each Sumner County Library will also have copies available on their individual sites and within their buildings.

Completed applications may be sent directly to [jackie.wilber@sumnercountyttn.gov](mailto:jackie.wilber@sumnercountyttn.gov) or delivered to the circulation desk at any of the five libraries in Sumner County: Gallatin, Hendersonville, Millersville, Portland and Westmoreland. If you have questions about this opportunity, feel free to ask your local Library Director for more information.

The deadline for applications is Wednesday, November 24, 2021.

Applications will be reviewed by the Personnel Committee and select applicants may be invited for an interview with members of the Library Board of Trustees on December 9 or 13, 2021.

Duties of Library Board Trustees include:

- Select and employ an Executive Director
- Formulate policies and secure adequate funding for the operation of the library
- Attend regular and special called meetings of the Board
- Study the general trends of librarianship and participate in the planning, goals, and priorities of the library
- Maintain good relations with local governments and promote the library's position in overall governmental organization and support
- Continually promote the library in the community and explain policies and services whenever called upon
- Approve any fund raising activity by an individual, group, or organization proposed to be done in the name of or for the benefit of the Public Library

Upon completion of the interview process, the Library Board of Trustees will make recommendations to the County Mayor based upon the findings of the Personnel Committee. These recommendations will be presented to the County Commission for approval during their December meeting.

The Sumner County Library Board and libraries of Sumner County do not discriminate on the bases of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

**Application for Appointment as Library Trustee**  
Sumner County Library System

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation/Profession \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email \_\_\_\_\_

Do you have a library card? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, which location(s)? \_\_\_\_\_

I am interested in serving as a trustee representing: Hendersonville \_\_\_\_\_ Sumner Co. At Large \_\_\_\_\_

1. Explain why you are interested in becoming a library trustee, describe any qualifications [work experience, education, attributes, and skills/training] you feel would provide positive input to the work of the Trustee Board, and if you wish to include additional information, please attach it to this application.

2. Please indicate areas of interest and/or knowledge that would be of benefit to the library board:

\_\_\_\_\_ Finance                      \_\_\_\_\_ Personnel                      \_\_\_\_\_ Long Range Planning

\_\_\_\_\_ Legal                              \_\_\_\_\_ Technology                      \_\_\_\_\_ Building Programs

\_\_\_\_\_ Public Relations                      \_\_\_\_\_ Management                      \_\_\_\_\_ Governmental Relations

\_\_\_\_\_ Energy Conservation                      Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date