

**Mukwonago Community Library
Library Board Vacancy Procedure
Approved October 10, 2024 – Last Reviewed October 10, 2024**

The Mukwonago Community Library Board of Trustees follows this procedure to address vacancies, develop a strong candidate pool, and recommend qualified individuals for approval by the Village or County Board. This procedure aims to ensure a selection of candidates who will contribute positively to the Library Board's mission while fostering effective collaboration with the appointing authorities. By following these steps, the Library Board seeks to identify individuals who will work well with existing members and enhance the Library Board's overall effectiveness.

1. When a Trustee leaves the Library Board, the Library Board President will contact the appropriate appointing authority to notify them of the vacancy.
 - If it is a school representative, the Library Board President will contact the School District Superintendent and the Village President.
 - If it is a Village representative, the Library Board President will contact the Village President.
 - If it is a county representative, the Library Board President will contact the Bridges Library System Director and the Waukesha County Executive.
2. The Library Board President will consult with the Library Board to gather recommendations for potential candidates and share those, along with any personal recommendations, with the appointing authority. The Library Board President will then inform the appointing authority of their intention to compile a comprehensive list of candidates. Throughout this process, direct communication between the Library Board President and the appointing authority is strongly encouraged to ensure alignment and transparency.
3. If the Library Board President deems it appropriate, they will instruct the Library Director to post a notice in the local newspaper(s), the Public Notice section of the Library, and on the Library and Village websites to find potential candidates. The notice will contain information about residency requirements, how to submit a letter of application, and application deadlines.
4. The Library Staff shall be made aware of the vacancy. If a staff member knows of anyone who would be interested in applying for the vacancy, the staff member should, after consulting with the Library Director be encouraged to contact that individual. The individual, then, can make an application for the position.
5. All interested candidates must submit either a resume or a letter of interest to the Library Director. The Library Board of Trustees and the Library Director will review the

resumes or letters, conduct interviews if necessary, and select a candidate for recommendation in a timely manner.

6. The Library Board will direct the Library Director to forward the name of the recommended candidate to the appropriate appointing authority.

Revision History

August 25 2008	Procedure Created.
December 15 2016	Procedure reviewed and reformatted to standard format. Introductory paragraph rewritten. Paragraph 1 edited to remove reference to a specific newspaper column Paragraph 2 edited for clarification and to add consultation with Library Director as part of the process. Paragraph 3 edited for consistency.
August 17 2017	Revised application review period in Paragraph 1 and Paragraph 3.
November 15 2018	Revised Paragraph 3 to read "All interested candidates must submit either a resume or letter of interest to the Library Director. The Library Board of Trustees and the Library Director will review the resumes or letters, conduct interviews if necessary, and select a candidate for recommendation in a timely manner."
October 10, 2024	Rewrote introduction paragraph to state intent of procedure Added paragraph 1 outlining notification procedures when a Trustee leaves Added paragraph 2 stating Library board president's candidate recommendation process Added paragraph 3 reworking guidelines for vacancy public notice