

**Mukwonago Community Library
Library Board Vacancy Procedure
Approved: 15 November 2018**

When a vacancy occurs on the Library Board of Trustees, the steps in this policy are to be followed in order to develop candidates and to select and recommend a candidate for approval by the Village Board or County Board.

1. When the Library Director learns of a vacancy on the Library Board of Trustees, a notice shall be listed in local newspapers, posted in the Public Notice section of the Library, at the circulation desk, and on the Library and Village websites.
2. 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.
3. 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.
4. The Library Board will direct the Library Director to forward the name of the recommended candidate to the appropriate governing agency.

Revision History

- 25 August 2008:** Policy Created.
- 15 December 2016:** Policy reviewed and reformatted to standard policy 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.
- 17 August 2017:** Revised application review period in Paragraph 1 and Paragraph 3.
- 15 November 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.”