

Maitland Public Library – Board of Trustees
FINAL Minutes - Nominating Committee Meeting
November 8, 2023, 6:00 PM

Members in attendance: Bob Allen, Steven Lee, Laurie Fuller, Frank Allen, chair. Absent: None

The committee's charge is to identify and nominate candidates for membership to the Board of Trustees. Vacancies occur in two ways - (1) During the year when members step down out of cycle; and (2) at the end of each year as members' regular terms mature. The Bylaws permit up to 16 members on the Board including officers. Currently, board membership totals 13, so up to three new members can be added at this time. All three will be part of the Class of 2026. The committee suggests the following process.

- All board members, both nominating committee (NC) members and board members at large, are encouraged to seek out potential candidates in the Maitland Community who will serve with dedication and engagement. Names of recommended prospective members are referred to the Library Executive Assistant, to be forwarded to the chair of the NC committee.
- The chair will reach out to the individual and request a resume and a short paragraph speaking to why they are interested serving, and how they would be a valuable member of the board. Upon receipt the chair will have the information distributed, and invite the individual to a full board meeting as a guest to observe the workings of the board.
- After reviewing information submitted, the nominating committee will invite the prospective member to an interview with the committee. Upon conclusion the chair will thank the individual for her/his interest. The NC will then discuss and if consensus is reached, the NC will recommend the individual to the full board for membership to the Board of Trustees, and put that discussion on the next Board meeting's agenda. Note: the NC does not elect new members; this is done by the full Board.
- At the next Board meeting, the Board will discuss and vote on the individual's candidacy. If the vote is successful, the individual will be contacted and invited to join the board immediately.

Other discussion: NC members agreed that the process for replacing retiring members at year end (Sept 30) needs to be better clarified in writing, in accordance with the Bylaws. This will be discussed at the next NC meeting.

The final business item was committee makeup. The committee recommends that the Board name a fifth member to the committee, to provide an additional non officer to the roster.

Meeting adjourned at 6:50 PM.

Frank Allen, recorder