

BOONE COUNTY PUBLIC LIBRARY DISTRICT LIBRARY BOARD OF TRUSTEES

The Boone County Public Library Board of Trustees is seeking applicants for one upcoming vacancy. Trustees play a key role in shaping the direction of the Library by supporting policy development, financial oversight, strategic planning, community partnerships, and advocacy.

Trustees are expected to:

- Represent the interests of the broader community
- Participate fully in board meetings and discussions
- Work collaboratively and respectfully with fellow trustees and staff
- Uphold ethical standards and avoid conflicts of interest
- Support intellectual freedom and promote access that meets community needs
- Champion the mission and values of the Library

Trustee terms are four years unless completing an unexpired term. This is an unpaid volunteer position appointed by the Boone County Fiscal Court. Regular attendance at monthly meetings is required.

Submission Instructions

Applications must be received by **Tuesday, February 10, 2026**, at 5:00 pm.

Submit completed applications to:
Board Member Search
c/o Carrie Herrmann, Executive Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005

Applications may also be dropped off at the Main Library or emailed to director@bcpl.org with the subject line: *Board Member Search*.

An informational session for prospective applicants will be held on **Monday, February 2, 2026**, at 4:00 pm in the Main Library, 2nd Floor Conference Room.

Eligibility and Potential Incompatibility of Office:

- Are you related to any library employee closer than a second cousin? Yes__ No__
- Do you serve as an elected state or local official or sit on a county board or commission?
Yes__ No__
- Do you own, manage, or work for a business that provides goods or services to the Library?
Yes__ No__
- List any current or potential conflicts of interest, including business relationships or affiliations with organizations that may interact with BCPL.

Additional information may be requested to confirm eligibility.

Personal and Contact Information

Name _____

Home Address _____

City _____ State _____ Zip _____

Business/Employer Name _____

Occupation/Profession _____

Business Address _____

Business Phone _____ Home Phone _____

Cell Phone _____ Email _____

Boone County resident since: _____

Are of residence in Boone County (check one):

North _____ South _____ East _____ West _____

I am a registered voter: Yes___ No___

I have a Boone County Public Library card. Yes___ No___

Are you currently employed by a government entity? Yes___ No___

Are you able to attend a 4:00 p.m. monthly meeting, typically the 3rd Monday of the month, and occasional library events? Yes___ No___

Can you commit to reviewing board packets in advance? Yes___ No___

Can you commit to participation in occasional special meetings? Yes___ No___

Skills or Expertise

(Check all that apply)

____ Finance/Budgeting

____ Fundraising/Grant Writing

____ Strategic or Long-Range Planning

____ Early Childhood Education (Prek)

____ Higher Education

____ Other (Please specify) _____

____ Legal/Policy Development

____ Facilities/Construction

____ Technology

____ K-12 Education

Willing to participate in trustee orientation and ongoing trustee training? Yes___ No___

Optional Demographic Information

Providing demographic information is voluntary. Your responses will help the Board ensure broad community representation in the trustee selection process and will not be used to determine eligibility.

Please select the age range that best represents you:

18-29____ 30-44____ 45-59____ 60-74____ 75+____ Prefer not to answer____

Race/Ethnicity (check all that apply):

- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Middle Eastern or North African
- ☐ Native American or Alaska Native
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Multiracial
- ☐ Prefer to self-describe: _____
- ☐ Prefer not to answer

Please list any language you speak fluently (including English):

Do you have lived experience with any of the following?

(Entirely optional. This helps to ensure representation of community needs.)

- ☐ Disability (visible or invisible)
- ☐ Immigrant or first-generation experience
- ☐ Caregiver responsibilities (children, older adults, or people with disabilities)
- ☐ Low-income or working-class background)
- ☐ LGBTQ+ community
- ☐ Other experiences that shape your perspective: _____
- ☐ Prefer not to say

Application Questions

Use additional pages if needed.

1. How do you currently use the Library? Please include the length of time you have been a Library user.
2. Education: List schools attended, degrees earned, and relevant certifications or training that would benefit your service as a Trustee.
3. Describe any professional, volunteer, or community service experience relevant to serving as a Library Trustee.
4. How would your background or perspective contribute to a well-rounded and representative Board?
5. In your view, what are the most important roles of a public library in the community?
6. Why are you interested in serving on the Boone County Public Library Board of Trustees?
7. What goals or strategic directions should the Board prioritize in the coming years?
8. What is your vision for the future of Boone County Public Library?
9. Identify one thing BCPL currently does exceptionally well.
10. Identify one area where BCPL could further improve its services.
11. Describe one opportunity you see for BCPL in the next five years.
12. Describe one potential challenge or threat for BCPL in the next five years.
13. Please describe your commitment to intellectual freedom and equal access for the residents of Boone County. How would you define intellectual freedom, and how would you respond to community concerns about materials they find inappropriate?

Applicant Certification

By signing below, I affirm that the information provided in this application is accurate to the best of my knowledge. I understand the role and responsibilities of a Boone County Public Library Trustee and am committed to fulfilling these duties if appointed.

Applicant Signature

Date

Information for Prospective Trustees

Boone County Public Library is a public agency subject to the Kentucky Open Records Act (KRS 61.870-61.884). Applications and related documents may be subject to public records requests.

Key Resources:

- Kentucky Department for Libraries and Archives (<https://kdla.ky.gov/Library-Support/Trustees/Pages/default.aspx>)
- BCPL Board of Trustees Information, meeting minutes, financials, etc... (<https://www.bcpl.org/board>)

Procedure for filling a Board vacancy [KRS 173.490]:

1. For each vacancy, the Board selects two [2] candidates committed to library service.
2. Names are submitted to the Kentucky Department for Libraries and Archives (KDLA);
3. The State Library Commissioner approves and forwards recommendations to the County Judge Executive.
4. The County Judge Executive nominates one [1] candidate to the Fiscal Court for approval.
5. If rejected, the second candidate may be submitted to the Fiscal Court.
6. If both are rejected, KDA may submit two [2] qualified individuals from the submitted applications.
7. The County Judge Executive resubmits a nominee to the Fiscal Court.
8. If the Fiscal Court rejects the nominee, the County Judge Executive nominates a qualified person of his/her choosing. This step repeats until a candidate is approved.
9. Approved nominees take the Oath of Office before an appropriate official.

Board terms and compensation [KRS 173.490]:

1. Trustees may serve for two [2] consecutive terms [four years each]; after this, they must wait at least one [1] year before serving again.
2. Trustees are not compensated but are reimbursed for expenses incurred in performing their duties.

Board meetings and attendance [KRS 173.490]

1. The Board meets monthly.
2. Absence from four regular monthly meetings within one year [1] constitutes automatic resignation.

Conflict of interest [KRS 173.510]:

1. Individuals directly or indirectly involved in selling goods to the Library are not eligible to serve as trustees.