

Southern Lehigh Public Library
3200 Preston Lane
Center Valley PA 18034
610-282-8825 www.solehipl.org

GUIDELINES FOR APPOINTMENT TO THE LIBRARY'S BOARD OF DIRECTORS

Southern Lehigh Public Library (SLPL) is governed by a seven-member Board of Directors whose members are appointed by Upper Saucon Township (4 members), Lower Milford Township (1 member), Coopersburg Borough (1 member), and Southern Lehigh School District (1 member). Each appointee serves a three year term, July 1-June 30, and may seek re-appointment to one additional consecutive three-year term.

Board meetings are held monthly at SLPL on the third Tuesday at 6:30PM and typically last about two hours; regular attendance is mandatory. Board members may be asked to attend committee meetings, municipal or school district meetings, Friends of SLPL meetings and events, library-organized events, or other community presentations.

The library's Board of Directors is governed by a set of Bylaws and elects officers and appoints committee members on an annual basis. Directors may be asked to hold an office during their term.

The primary responsibility of the Board of Directors is to carry out the vision and mission of the library and insure its benefit to the community while maintaining fiscal responsibility for the public tax money used to support it.

Other Responsibilities & Expectations:

- Directors are expected to advocate for the library as often as possible with community residents, business leaders, federal, state, and local government leaders, and community organizations. Involvement in other community organizations is encouraged, especially Friends of SLPL. Directors are responsible for sharing any feedback received with the library's Director and Board.
- Directors are expected to be registered library patrons and are encouraged to make use of the library's services and programs.
- Directors are expected to take an active role in the planning and fundraising necessary to support library services to the community, including, but not limited to, making an annual financial contribution to the library's *Helping Hands Campaign*.
- Directors are responsible for hiring the library's Director, overseeing his/her management of operations, and conducting performance reviews with him/her on an annual basis.
- Directors are responsible for insuring that the goals of the library's strategic plan are being met, and approving/revising library policy.
- Directors are encouraged to attend continuing education opportunities sponsored by state and local organizations.
- Directors are expected to provide periodic reports to their appointing municipality or school district and be directly involved in the planning and presentation of the annual budget request to that entity.
- Directors are encouraged to offer personal and professional expertise to the library where warranted.

Community residents interested in seeking appointment to the library's Board of Directors are requested to send a letter of interest to their municipality of residence or Southern Lehigh School District, as soon as possible. Additional information is available by contacting the library's Director at 610-282-8825 or via email at staff@solehipl.org. Community residents are invited to attend the library's Board meetings at any time.

**UPPER SAUCON TOWNSHIP
APPLICATION FOR APPOINTMENT TO
BOARDS AND COMMISSIONS**

Applications are kept on file for ONE year.

Zoning Hearing Board
Planning Commission
Municipal Authority
Sewage Treatment Authority
Park & Recreation Commission
Transportation Advisory Board
Environmental Advisory Council
Building Code Board of Appeals
Joint Rail Trail Advisory Committee
Library Board of Directors

PLEASE NOTE ALL BOARDS OR COMMISSIONS IN WHICH YOU ARE INTERESTED.

**NAMES OF BOARDS AND COMMISSIONS
FOR WHICH YOU ARE INTERESTED IN APPLYING
(in order of preference)**

Name of Applicant: _____

Address: _____

Telephone: (Home) _____ (Work) _____ (Email) _____

How long have you lived in Upper Saucon? _____

Place of Employment: _____

Occupation: _____

Education: _____

Experience related to Appointment: _____

Special Skills or Interests: _____

Past/Present Membership on Township Boards/Commissions & Years of Service: _____

Reason for Interest in Appointment: _____

Please attach any other information (resume, etc.) you feel would assist us in reviewing your Application for Appointment.

APPLICANTS FOR REAPPOINTMENT:

Please provide percentage of meetings attended since last Appointment: _____%

Please return this form to:
**Boards/Commissions
Upper Saucon Township
ATTN: Township Manager
5500 Camp Meeting Road
Center Valley, PA 18034**