



96 LIBRARY STREET · HUDSON, OHIO · 44236

To: Candidates for the Board of Directors

From: Mike Moloney, Chairman
Nominating Committee

Thank you for your interest in serving on the board of the Hudson Library and Historical Society. The purpose of this memo and the attached documents is to provide you with basic information about the institution and its governance to help you in your application decision. If you have further questions, please call me at 216-583-4634.

Management of the Hudson Library and Historical Society is overseen by a nine-member board of directors, each serving a three-year term. The full board meets on the fourth Monday of every month at 7 p.m. Attendance at these meetings and participation in subcommittees are key requirements of all directors.

We are seeking candidates to fill 4 positions that expire in February. Directors are elected at the annual meeting scheduled for February 28, 2010 at 2 p.m. in the Library's Flood Family Meeting Room. Any member of the Hudson Library and Historical Society – that is, a Hudson resident at least 18 years of age with a library card valid for the Hudson Library & Historical Society – is entitled to serve as a director and / or cast a ballot at the annual meeting.

I enclose a number of documents to help you with your application:

- ❖ An application form. This form is also available at the library circulation desk and online at the library website, www.hudsonlibrary.org
- ❖ The American Library Association's Library Bill of Rights
- ❖ The library's Statement of Ethics for Library Trustees
- ❖ The library's conflict of interest policy. You do not need to sign this yet, but upon election, each director is required to sign and comply with the declaration, and
- ❖ The library's mission statement.

Candidates are expected to attend one of two public interview sessions to be held on February 17, 2010 at 7 p.m. and February 20, 2009 at 1 p.m. in the library's second-floor Eldredge Reading Room. These informal sessions provide an opportunity for the board and the public to meet the candidates and for the candidates to ask questions about library governance and the role of the board. I look forward to meeting you on one of these dates.

Thank you for putting your name forward for the board.



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**Application
2010 Board of Directors**

Name	Date
Address	Phone
How long have you lived in Hudson?	
What is your occupational background?	
What is your educational background?	
Why do you want to be a Director?	
The library Board has three standing committees: the finance, endowment and nominating committees. What committees would be of interest to you? Why? What strengths would you bring to these committees?	
What Library services to you and your family use?	



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The Board is accountable for the public and private funds entrusted to its administration. As such, it must ensure public funds are used properly, secure adequate funding and monitor investment policy. What experience do you have with budgeting and/or fundraising?										
What civic activities have you participated in? What was the range and depth of your involvement?										
What is your favorite book?										
Please list four references, of which two must have been Hudson residents for at least 2 years:										
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I understand that:

- ✚ Members of the Board of Directors are elected, (at the Annual Meeting of the Hudson Library and Historical Society, Feb. 28. 2009) not appointed
- ✚ Directors serve without compensation
- ✚ Directors are expected to abide by all current library policies, in particular the ALA Library Bill of Rights, Director Conflict of Interest Policy and Ethics Statement.
- ✚ Individuals elected to the Board are expected to attend all meetings of the full Board and those of any subcommittee to which he/she may be assigned.

I meet the requirements for candidacy.

Signed: _____

Questions and requests for additional information may be directed to Mike Moloney at 216-583-4634 or by email at mike_moloney@yahoo.com

Please submit your application in person to the Circulation Desk at The Hudson Library, 96 Library Street, Hudson, Ohio 44236, no later than the close of business (5:00 pm) on January 15, 2010.

Thank you for your interest.



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MISSION STATEMENT

The Hudson Library and Historical Society, known for its commitment to intellectual freedom, shall meet its patrons' needs for educational, informational and entertainment resources and services in a timely, responsive, and dependable manner. The Hudson Library and Historical Society will provide access to information, assist in preservation of community history, and provide genealogical and historical resources.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background or views.

Libraries which make exhibit spaces and meeting rooms available to the public should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948 by the American Library Association Council

Amended February 2, 1961, June 17, 1967, and January 23, 1980.

by the American Library Association Council.

Policies

Conflict of Interest

for Trustees of the Hudson Library and Historical Society

Adopted 12/11/00

Trustees must, in general, avoid situations in which their personal interests conflict with the needs of the Library. This extends particularly to decisions involving financial transactions entered into by the Library. Each year Trustees are asked to review the Statement of Ethics for Library Trustees (Ohio Public Library Trustees' Handbook) as well as this Conflict of Interest Statement. These policies are intended to guide each Trustee's decisions on behalf of the Library.

A conflict of interest shall be defined as any situation in which the personal interests of a Trustee might be served or financial benefit gained at the expense of Library users or at the expense of the institution itself. A direct conflict exists whenever there is a proposed transaction or arrangement in which a Trustee has any actual or potential involvement, interest, relationship or gain. An indirect conflict exists in the following situations: when any party involved in a transaction with the Library is an entity in which the trustee has a material or financial interest; or if a trustee as an affiliation with a party involved in a transaction with the Library.

Should any trustee perceive a direct or indirect conflict of interest, it must be brought to the attention of the Board immediately. The Board shall examine the nature and extent of the potential conflict; any resolution shall hold the Library's interest paramount as well as maintain the Board's integrity in its governing role.

I have read the above Conflict of Interest Policy and the attached Statement of Ethics for Library Trustees, and agree to abide by the rules set forth therein.

Date _____

Hudson Library and Historical Society
Policies
Conflict of Interest
for Trustees of the Hudson Library and Historical Society

A Statement of Ethics for Library Trustees
Appendix D.5b (page 146)
Trustees Handbook

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

Endorsed by the Board of Directors of the American Library Trustee Association and the public Library Association, July 1985