



The City of Burlingame Library Board

The Library Board is made up of five members; the term of service is three years although trustees may request to be considered for reappointment at the end of their term.

The Library Board is advisory to the City Council. The members of the Board are selected by a majority vote of the City Council.

Meetings: The Library Board holds regularly scheduled public meetings in the Burlingame Public Library once a month on the third Tuesday at 5:30 p.m.; special Board meetings may be called as needed.

Duties: Attend Board meetings; become informed about all phases of library operations; serve on board and staff committees; lend expertise and leadership to the Board for the good of the library; actively participate in Board workshops and activities; participate in fund raising activities.

Responsibilities: The Library Board advises the City Librarian on library services, established policy, conducts public relations, provides citizen input on library operations, and participates in long range planning.

Desirable Characteristics: Members of the Library Board Trustees should:

- Be an advocate for strong library service in the community.
- Be aware of the importance of libraries in the fabric of life in the community.
- Possess a sensitivity to the political environment in which the library operates;
- An awareness of the partnerships with City Council, Library Foundation and regional library entities which help keep the library a viable service in the community.
- A belief in the importance of access to materials for lifelong learning for all ages.

Other Opportunities: Trustees may be active in library trustee activity at the local, regional and state level. The California Library Association and the American Library Association offer educational programs for Trustees.

Application Process: A complete application for the Library Board includes an application form and the supplemental questionnaire. The hardcopy (original signature) of the completed application and supplement questionnaire are due in the City Manager's office no later than **5:00 p.m. on Friday, May 19, 2017.**

Candidates will be notified by the City Manager's office of the time and place of the Council interviews. **Each applicant will be expected to attend at least one Library Board meeting prior to the application deadline.**