

Library Board Recruitment Policy

When a vacancy exists or is anticipated on the Woodward Public Library Board due to resignation, removal, or is anticipated when a board member's term is coming to a close and they are not intending to serve another term, the following procedures will be used to fill the vacancy.

The community will be notified of the board vacancy through social media sites under the control of the library including the WPL web site, Facebook page, and digital sign. Additional news sources may be used beyond those under library control.

Interested citizens will need to complete and submit the "Recruitment for a Library Board Opening" application which will be available from the Director, or in PDF form on our social media sites.

The Library Board will review all applications on file to determine the candidates to be submitted to the Mayor of Woodward for appointment. The Director will submit copies of the application for the vetted candidates to the Mayor.

In the event that no applications are on file, and no new applications have been received for a period of two weeks after the vacancy is announced, or the applicants are rejected in the vetting process, the board may submit names to the Director for consideration. The Director will contact these candidates to determine willingness to serve, and if so, be provided the application form to be completed.

Applications will be held on file for a period of two years.

Policy adopted February 7, 2022