



BOARD OF TRUSTEES
ANNUAL MEETING - THURSDAY, JANUARY 28, 2021

THE MEETING WILL BE HELD VIRTUALLY VIA MICROSOFT TEAMS

- I. Call to Order – Roll Call Attendance
- II. Commitment to Serve
- III. Conflict of Interest Disclosure
- IV. Nominations and Election of Officers for 2021
 - A. President
 - B. Vice President
 - C. Secretary/Treasurer
- V. 2021 Committee & Special Appointments
 - A. Facilities Committee
 - B. Finance Committee
 - C. Personnel Committee
 - D. Governance Committee
 - E. Woodlands Library Cooperative Governing Board
 - F. Friends of the Jackson District Library Liaison
 - G. Other -
- VI. Other
 - V.I. *Public Comment
 - V.II. Adjournment

* From the JDL Board Bylaws, Article V, Section 6.b., Members of the public may address the Board at any of its meetings, as provided for in the Open Meetings Act. Public comment shall be provided for in the agenda. Individuals may speak for not more than three (3) minutes. Modification of these times may be approved by vote of the Board.

LIBRARY BOARD MEMBER COMMITMENT TO SERVE

I _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Trustees of Jackson District Library, hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a trustee.

My Role:

I acknowledge that my role as a board member is to: 1) contribute to defining the district library's mission and governing the fulfillment of that mission; and 2) carry out the functions of the office of trustee and/or officer as specified in the Jackson District Library bylaws and policies.

My role as a trustee will focus on the development of the broad policies that govern the implementation of the library plans and purposes. This role is separate and distinct from the role of the library's Director to whom is delegated the responsibility of implementing board policies and day to day affairs of the library's administration.

My Commitment:

I will exercise the duties and responsibilities of this office with integrity, collegiality and due care.

I Pledge:

- 1) To establish as a high priority my attendance at all meetings of the board, committees and task forces on which I serve.
- 2) To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material.
- 3) To represent the library in a positive and supportive manner at all times and in all places.
- 4) To support in a positive manner all actions taken by the Board of Trustees even when I am in a minority position on such actions.
- 5) To refrain from intruding in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with board policy.
- 6) To recognize conflicts of interest between my position as a trustee and my personal and professional life. If such a conflict does arise, I will declare that conflict to the board before any final decision is taken by the Board of Trustees on that particular matter.

7) To observe the parliamentary procedures outlined in Roberts Rules of Order or other parliamentary models, and display courteous conduct in all board, committee and task force meetings.

8) To make every effort to learn the job of being a trustee and seek methods to help me function better as part of the board team.

9) To participate in: a) board self-evaluation programs; b) board development workshops, seminars and other educational events that enhance my skills as a trustee; and c) strategic planning sessions.

If, for any reason, I find myself unable to carry out the above duties, I realize that I may be asked to resign my position on the Board of Trustees.

Signature

Date

Jackson District Library Conflict of Interest Disclosure Form

Definition/Conflict of Interest

A business entity in which an employee or a board member has an economic interest represents a conflict of interest if that person has any involvement in the selection of that entity as a library vendor. Engaging a relative as an independent contractor is also a conflict of interest. Conflict of interest may be avoided by review and approval of the Director, their designee, or the Library Board of Trustees. Such conflict and the arrangement to avoid it must be documented and available for internal review.

Library employees may not accept anything of significant monetary value from anyone who (1) has or is seeking to obtain Library business; or (2) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties. All such gifts should be disclosed to the immediate supervisor.

No member of the Board of Trustees shall benefit financially from the Board Member's membership on the Board, or have a conflict of interest recognized by law. If a Board Member believes he or she may have conflict of interest, the Board Member must report such conflict to the Board President and Library Director to determine whether a conflict of interest exists.

Conflict of Interest Disclosure

Please disclose the nature of the present, anticipated or potential conflict of interest involving Jackson District Library matters. This should include but is not limited to the names of any other boards, agencies or corporations in which you, a close relative, may have a potential self-dealing or conflict of interest situation. Please include any positions held by you in the other organization, as well as the name, relationship and position held by any close relatives involved potential conflicts.

Signature

Date