**TERM SHEET**

**(Intergovernmental Agreement – Meeker Regional Library District Trustee Application and Appointment Process)**

Parties

# Meeker Regional Library District (“District”)

# Town of Meeker (“Town”)

# County of Rio Blanco, acting by and through its Board of County Commissioners (“County”)

Purpose

Establish a uniform, transparent, and collaborative process for application, interview, appointment, and removal of trustees serving on the District Board of Trustees (“Board”).

Applicant Qualifications

* Resident within District boundaries for at least 12 consecutive months before applying
* Current Meeker Regional Library cardholder
* At least 18 years old
* Eligible elector of the District
* Submit completed application by deadline

Responsibilities

# District

* Maintain trustee records (5-year staggered schedule – 12312) [EXHIBIT A]
* Maintain appointing authority rotation [EXHIBIT A]
* Advertise openings by November 1 each year (Herald Times, website, library posting)
* Provide application forms, District Bylaws, and trustee expectations (time commitment, diligence, and responsiveness)
* Receive and transmit applications to appointing authorities
* Notify applicants of interviews and post schedules

# Town and County (Appointing Authorities)

* Convene and participate in Interview Committee
* Consider recommendations at December public meeting – at this time can ask additional interview questions at its discretion
* Provide written confirmation of appointment to Library District Director

Interview Committee

# Composition

* One Town Trustee
* One County Commissioner
* One continuing District Trustee (not up for appointment)
* Two at-large individuals appointed jointly by a majority of the above by November 15; must hold library cards and have knowledge of library operations

# Responsibilities

* Prepare and ask uniform questions of all candidates
* Interview all eligible applicants
* Rank applicants and prepare written recommendations

Appointing Authority Action

* Consider recommendation at December public meeting – at this time can ask additional interview questions at its discretion
* If no action in 60 days, top-ranked candidate automatically appointed

Appointment Timeline

* October 15 – Official notice of expiring terms issued; application process opens
* November 1 – Position advertised publicly
* November 15 – Application deadline; at-large Interview Committee members appointed
* By December 10 – Interviews completed; recommendations submitted
* December (regular meeting) – Appointment confirmed
* Last Wednesday of January – New trustee seated at District Board meeting

Removal of Trustees

Trustees may be removed by the appointing authority at a public meeting by written resolution if:

* For cause as defined in the District’s Bylaws
* Three consecutive unexcused absences occur
* At recommendation of majority of District Board (in the form of Resolution)
* Violation of Library Law, Bylaws, or Board policy, as determined by majority of District Board
* Loss of eligibility