

## How are Trustees Appointed?

The City of Brentwood will announce openings in April of each year through Board of Commissioners' meetings and through social media when applications are available online.

Applications are submitted online and are usually due by May 15th for June appointments.

Library Board Members are appointed by the City of Brentwood Board of Commissioners for a three-year term, with one renewable term.

For more information or to apply, go to:



## The Library Mission

The John P. Holt Brentwood Library Board of Trustees supports the Library as a vibrant and engaging community center for lifelong learning by collaborating with all stakeholders. The Library Board oversees the operation of The John P. Holt Brentwood Library and serves as a conduit for Brentwood's citizens to the Brentwood Board of Commissioners in our joint effort to provide superior library service to our community.



(615) 371-0090



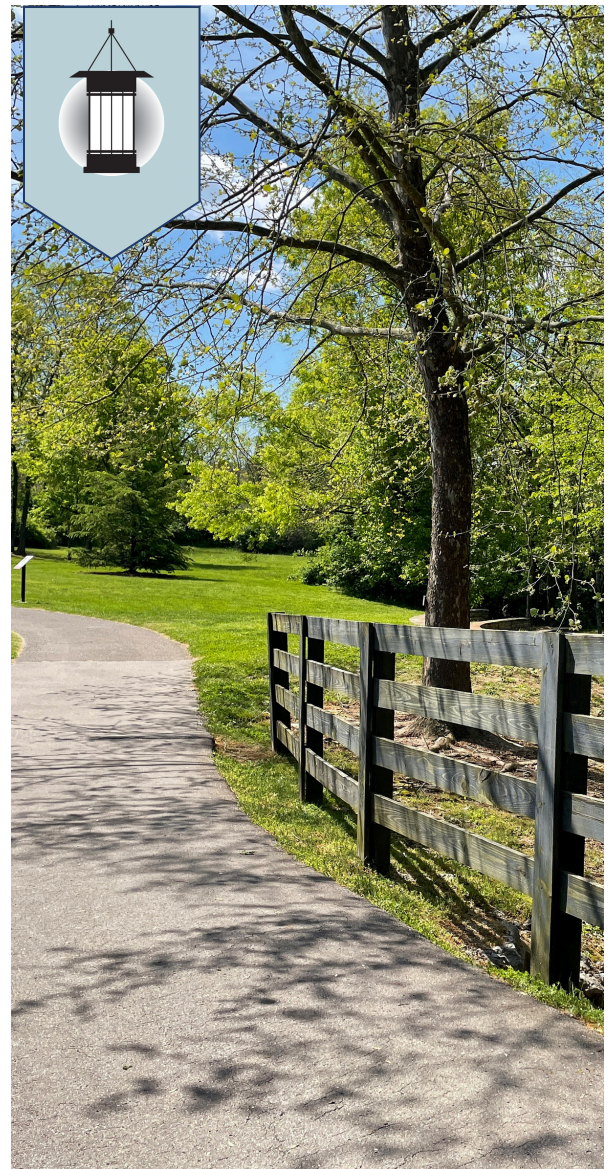
8109 Concord Road, Brentwood TN



[brentwoodtn.gov/  
departments/library](http://brentwoodtn.gov/departments/library)



**Director** | Lee Boulie



What does it mean to be on  
*The John P. Holt Brentwood Library*

## Board Of Trustees?

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# The John P. Holt Brentwood Library Board of Trustees

The John P. Holt Brentwood Library Board is composed of seven Brentwood residents who volunteer their time and talents to help oversee the operations of the Library.

Appointed by the City Commission, these members represent the viewpoint of the community as it affects Library policies, programs and procedures.

These members share a common goal of intellectual freedom and a love of the Library. They are an active, engaged and working Board, aligning with the goals for the community set by the City of Brentwood Board of Commissioners.

## What does a Trustee do?

- Establish policies for the Library's operation, including but not limited to collection development, library card and borrowing policies, use of facilities, and rules of conduct for visitors.
- Establish, support, and participate in a library public relations program.
- Advocate at the city, county, state, and federal levels for issues relevant to the Library.
- Provide input and recommendations for the Library budget.
- Share information about and participate in library events and programming.
- Attend regular and special called board meetings.
- Chair or serve on committees of the Board as necessary.
- Review board agenda and information prior to the meeting.
- Maintain active membership in the Friends of the Brentwood Library.
- Complete the Trustee Certification Program through the Tennessee State Library and Archives.
- Represent the Library Board in the Community.

## When do Trustees Meet?

Regular meetings are held at 4:30 pm, the third Wednesday of each month at the Library. Minutes of the Board meeting may also be viewed on the Library's website. All Library Board meetings are open to the public. Trustees are expected to attend regular and special called meetings.

## What skills make for an effective Trustee?

- Belief in the value of the Library in the community
- Interest in and knowledge of library services
- Active user of library services
- Ability to commit time and energy to serve the Library
- Willingness to prepare ahead for the meetings
- Eagerness to participate at every meeting
- Good communication and decision-making skills
- Interest in learning about the broader library community
- Open to continuous learning
- Strategic thinking and planning
- Interpersonal skills

