



WASATCH COUNTY LIBRARY BOARD OF DIRECTORS

Process for filling a Library Board vacancy.

See [Utah Code 9-7-502 & 9-7-503](#).

(Rev. 06/20/2024 based on County Manager's Office instructions)

Process:

- (1) Post the vacancy online for 2 weeks.
 - a. Send information to the IT Help Desk to post on the County website banner.
 - b. Post on the Library website.
- (2) Advertise and promote the vacancy in the newspaper and online through social media and word of mouth.
- (3) The application form will be filled out online.
- (4) The application packet will include:
 - a. A printed copy of the application form.
 - b. A cover letter with links, dates, and contact information.
 - c. The trustee recruiting brochure.
- (5) The Library Director will collect all applications received and share them with the Board.
- (6) The Library Board will review all the applications and select the top candidate. This process may involve an in-person or virtual interview of the candidates.
- (7) The Library Director will send all the applications to the County Manager with the Board's recommendation for the Council's approval.