



Document Title: **Library Board Trustee Position Description** Policy Approval Date: Oct. 2018  
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The Carleton Place Public Library Board is a governing board, a legal corporation, with the authority to make policy and govern the library's affairs under the Public Libraries Act, RSO 1990, c. P.44. A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

#### **RESPONSIBILITIES OF THE BOARD**

- The stakeholders of today's libraries expect strong leadership. Consequently, modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its *Vision* and *Mission*.

##### **Vision**

The library will continue to be an inviting community resource offering a full range of materials and services. The library's programs, outreach, collections, staff, technology, and physical and online spaces will anticipate, reflect, and respond to the changing needs of society.

##### **Mission**

Access and opportunity: We enrich and inspire our community by providing a welcoming destination where people connect to their passions.

- Set the vision, mission, values and, strategic direction for the Library through strategic planning techniques, determining a strategy map to reach those goals.
- Make policies within the framework of legislation and regulations
- Oversee the library's finances in accordance with public accounting principles and requirements and municipal budget policy and procedures
- Monitor overall effectiveness of the Library in meeting community needs in an efficient and responsive manner and evaluate progress on the strategic plan

The Library Board has the authority to act on behalf of the library. Individual board members have no authority to act on their own. The board speaks with "one voice."



## **RESPONSIBILITIES OF BOARD MEMBERS**

As a member of a library Board, a member must act honestly and in good faith and in the best interests of the library. This means the interests of the library take precedence over personal interests or those of any group with which the member is associated and or may favour.

Along with the governance, legal and fiscal roles, Library Board members are expected to support and participate in community engagement by:

- Sustaining the library as an essential community service
- Advocate the library's role in the community
- Maintain an open dialogue with the community
- Build strong relationships with municipal council
- Be aware of the municipal planning context
- Develop strategic partnerships with community groups and leaders.

In order to fulfill the above responsibilities, Carleton Place Public Library requires a well-rounded Library Board with competent, experienced members. The Board should also reflect the diversity of Carleton Place and the surrounding communities that it serves. The member's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services.

Each member must uphold the overall vision, mission and values of the Library while acting strategically in the best interests of the public good.

## **POSITION REQUIREMENTS**

The Public Library Act requires that you be:

- at least 18 years old;
- a Canadian citizen;
- a resident of the Town of Carleton Place;
- not employed by the library board or the Town of Carleton Place

The ideal Trustee may have skills in the following areas:

- equity, diversity, and inclusion,
- fundraising,
- finance or budgeting,
- strategic planning,



- oversight of capital projects,
- community development,
- strong community ties or an interest in creating them,
- a passion for libraries and what they can achieve.

#### Core Competencies:

- Belief that the Public Library provides a unique and essential service to all citizens
- Ability to seek and listen to input from all stakeholders
- Ability to approach people and problems with an open mind
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy

#### TIME COMMITMENT

The Library Board holds 10 regular monthly meetings a year. The time commitment includes preparation time to read and consider reports and other information on library systems and public trends. Board meetings are generally one to two hours in length. Board members are encouraged to represent the Library on external bodies and committees such as the Southern Ontario Library Service Trustee Council, if possible. Time commitments may vary. Public library board positions are for four years, concurrent with the term of Municipal Council.

#### COMPENSATION

Board members are not compensated for the time required to participate in the above activities.

#### RELATED DOCUMENTS

[Ontario Public Libraries Act, R.S.O. 1990, c. P.44](#)

Ontario Library Board Association [“Cut to the Chase: Ontario Public Library Governance at-a-glance”](#)