

St. Marys Library Board Trustee Position

Revised August 2022

Our Mission

The St. Marys Public Library provides free and equitable access to library services and promotes universal access to a broad range of knowledge, experience, information and ideas in a welcoming and supportive environment. New technologies extend access to global information beyond the Library's walls.

Our Vision

Our Library encourages the spirit of exploration, the joy of reading and the pursuit of knowledge for people of all ages and backgrounds, beginning with the very young.

Our Library is a gathering place that connects people to each other, to their community, and to their hopes and dreams.

Our Library treasures the past and works to build a sustainable future that is full of possibilities. Our Library is a strong community resource that promotes and enriches the democratic, cultural, educational and economic life of our municipalities.

Our Values

Stewardship, Sustainability and Accountability: Managing our resources effectively and responsibly toward a sustainable future.

Creativity: Encouraging innovation and the development of skills for a twenty-first century citizen.

Accessibility: Ensuring equitable and inclusive access to services, information and facilities by all members of our communities.

Respect and Integrity: Valuing individual needs, experiences and differences, and conducting ourselves in an ethical and professional manner.

Community Connectedness: Providing quality services that meet the needs of the greater community and defining our role through close relationships with community partners and the Town.

Intellectual Freedom: Protect the free exchange of information and ideas.

Literacy and Lifelong Learning: Enriching lives through the joys of reading and continuous learning by supporting the kinds of literacies necessary to be a successful citizen.

Teamwork: Fostering a work culture that advocates innovation, leadership, cooperation, communication, respect, support and training.

Heritage: A deep appreciation for the community and its heritage and the role that our library has played within the Town.

The Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to 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.

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 achieve its goals. The Library Board works to set this direction, provides governance and empowers the Library Chief Executive Officer to actively achieve these goals.

The primary roles of the Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make, review, revise and keep current policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library; and
- The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

St. Marys Public Library Trustees

Trustee Values

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

Trustees are required to conduct themselves in accordance with Library policies. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

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

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Supporting the Library in developing strategic partnerships with community groups and leaders.
- Be familiar with and regularly review strategic plans, existing policies and governing legislation, including the Public Libraries Act.

In order to fulfill the above, the Library requires a well-rounded Library Board with competent, experienced trustees. The trustee'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. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

The person appointed to the Library Board must be

- A Canadian citizen;
- At least 18 years old;
- A resident of St. Marys or Perth South; and
- Not employed by the Library Board or the Municipality.

Essential Competencies & Qualifications

The essential competencies and qualifications for a Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all St. Marys and Perth South residents;
- Leadership experience;
- Experience with governance and successful strategic planning;
- Business acumen;
- 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 to devote to the work of the Board.

Time Commitment

The Library Board holds 8-10 regular monthly meetings a year, 7 of which are required to adhere to the Public Libraries Act. The time commitment includes: preparation time to read and consider

reports and other information in the meeting package, and the meeting time of approximately 3 hours.

On occasion, Board members will also participate in public participation meetings designed to seek public input on key library matters.

Library Board members represent the Library in the community and may also attend community events on behalf of the Library Board.

Board members are expected to represent the Library on committees such as the Ontario Library Boards' Association, Ontario Library Service, etc. Time commitments vary according to the committee.

Board members are expected to participate in standing committees (eg. policy review) and may elect to participate on "ad hoc" committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

Additional Information about the Library and about the Library Board (e.g. policies, reports, meeting agendas and minutes at <https://www.townofstmarys.com/en/recreation-and-culture/About-Us.aspx>)