



# St. Marys Public Library

## St. Marys Public Library Board Trustee Position Description September 10<sup>th</sup>, 2018

### Library Board

Public Library Boards are Governing Boards, meaning 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's mission, vision, and values.

The primary roles of the St. Marys Public Library Board are to:

- Set the Mission, Vision and Values of the Library, along with determining the strategic direction of the Library
- Making policy within the framework of government legislation and regulations
- Oversee the Library's finances
- Monitor the overall effectiveness of the Library in meeting community needs in an efficient and effective manner
- Evaluate the strategic plan
- Set fees where allowed by the Public Libraries Act
- 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
- To oversee the Adult Learning Programs of Perth in the same capacity as the St. Marys Public Library

The Library Board has the authority to act on behalf of the Library; however, individual Board members (trustees) do not have the authority to act on their own.

### Trustees

A trustee is a member of the Library Board. A Trustee will act in the best interest of the Library, in honest and good faith. The interests of the Library will take precedence over personal interests or any other groups/organizational interests the Trustee is associated with.

With governance, legal and fiscal roles, Library Board Trustees are expected to:

- Establish the Library as an essential community service
- Build pride in the Library
- Advocate for the Library within the St. Marys community

- Develop relationships with municipal council
- Develop strategic partnerships with community groups and leaders

In order to achieve these expectations, a well-rounded Board of Trustees is needed for the St. Marys Public Library. The trustee's job requires the ability to be forward thinking. They must work towards the vision, mission and values of the Library and be committed to moving that vision into reality. This requires strategic thinking and philosophical discussions in order to determine the appropriate course of action/goals to be achieved.

A person may be appointed to the Library Board if they:

- Are a Canadian Citizen
- Are at least 18 years of age
- Are a resident of St. Marys or any contracting Municipality
- Are not employed by the Library Board of the Municipality

### **Essential Competencies & Qualifications**

The essential core competencies and qualifications for a St. Marys Public Library Trustee are:

- Conviction that the public library is an essential and uniquely important institution to the life of all residents within St. Marys and contracting municipalities;
- Commitment to St. Marys and surrounding area through active service to the community;
- Leadership experience;
- 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;
- Time and energy.

### **Time Commitment**

A Board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms.

The Library Board holds 10 regular monthly meetings a year. Typically, meetings would be January – June and September – December inclusive. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 2 hours. On occasion, Board members are also required to participate in public participation meetings designed to seek public input on key library matters. Board members are expected to represent the library in the community and on committees. Time commitments vary according to the committee.