



The City of Kawartha Lakes Public Library

Policy Number: LIB2018-07

Policy Name:

LIBRARY BOARD TRUSTEE POSITION DESCRIPTION

Developed By:	Linda Kent, Chief Librarian & CEO	Date:	25 May 2010
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POLICY STATEMENT AND RATIONALE:

An effective board is comprised collectively of people who have the knowledge, the skills, and the background necessary to govern with excellence and to lead the Library in the realization of its vision. This policy sets out a statement of philosophy and identifies key objectives for recruiting Library Board members and planning for Library Board succession.

SCOPE:

Public Library Boards in the Province of Ontario 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 in achieving its Mission, as set out in the Mission Statement.

Responsibilities

The primary roles of the city of Kawartha Lakes Public 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 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;
- Set fees where allowed by the Public Libraries Act;
- Consult with and provide direction to the Chief Executive Officer who is responsible for the implementation of the strategic plan and the management of 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. However, individual board members have no authority to act on their own.

Values

As a member of the City of Kawartha Lakes Public 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 the City of Kawartha Lakes Public Library Code of Conduct for Library Board Members.

In addition, the City of Kawartha Lakes Public Library Board believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library to be treated with dignity and respect. 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
- Developing strategic partnerships with community groups and leaders.

In order to fulfill the above, City of Kawartha Lakes Public 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 the vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired results. A good trustee keeps the overall vision, mission, and value promise in mind while acting strategically.

Essential Competencies & Qualifications

Core competencies and qualifications for a City of Kawartha Lakes Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all City of Kawartha Lakes residents and communities within City of Kawartha Lakes;
- Commitment to City of Kawartha Lakes and its residents 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; and
- Time and energy.

Time Commitment

The Library Board holds 10 regular monthly meetings a year: January to June and September to December inclusive. There may be additional meetings as required. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 1 hour. As well, Board sub-committees may be struck for specific purposes which will require additional time commitment.

At the start of each term, new members will receive a Board orientation and tour of branches. This will require several half-day sessions.

On occasion, Board members are also required to participate in public participation meetings designed to seek public input on key library matters and special library events.

Board members are encouraged to represent the library on committees such as the Ontario Library Boards' Association (OLA), Southern Ontario Library Service (SOLS),

and the Federation of Ontario Public Libraries (FOPL). Time commitments vary according to the committee.

Board members may also select to participate on “ad hoc” committees of the board which are established to deal with specific matters such as fundraising or drafting specific policies.

Compensation

Library Board Members are not compensated for time required to participate in the above activities. Reimbursement of mileage expenses for travel to Board meetings, special library meetings, and special events is available.

Additional Information

Further information about the Kawartha Lakes Public Library Board can be found at <https://www.kawarthalakeslibrary.ca/en/what-we-offer/library-board.aspx>. Here you will find copies of board policies and by-laws.

The Ontario Library Board’s Association (OLBA) has put together an excellent overview document called *Cut to the Chase* that outlines the role of public library boards.

<http://www.accessola.org/web/Documents/OLA/Divisions/OLBA/Cut-to-the-Chase-ENG.pdf>